

UCSF

W/C PAYROLL EXAMPLES

(02-17-05)

WORKERS' COMPENSATION TEMPORARY DISABILITY (TD)
 PAYMENTS MADE FROM 10-01-03 THROUGH 10-31-03

PAYROLL REP	HD CODE	HD NAME	CLAIMANT NAME	CHECK PAYEE	COMP PERIOD FROM DATE	COMP PERIOD TO DATE	COMP PERIOD COMP RATE	ADMINISTRATOR
JEAN-PAUL SARTRE	173939	HR	Cake, Cup	UC REGENTS	10/01/03	10/09/03	602.00	JANDERSON
JEAN-PAUL SARTRE	173939	HR	Cake, Cup	Employee	10/10/03	10/23/03	602.00	HHIGGINBOTHAM
JEAN-PAUL SARTRE	173939	HR	Cake, Cup	Employee	10/24/03	10/31/03	602.00	HHIGGINBOTHAM

HOURS PAID BY WORK. COMP.		FROM		THRU	WEEKLY BENEFIT RATE	PAYEE
PAY CYCLE:	Monthly <input type="button" value="v"/>	PAY PERIOD:	10/1/2003	thru	10/31/2003	
HOURLY WAGE:	27.48	WC Payment 1:	10/1/2003	thru	10/9/2003	@ 602 UC Regents <input type="button" value="v"/>
HELP	<input type="button" value="Print"/> <input type="button" value="Clear"/> <input type="button" value="GO"/>	WC Payment 2:	10/10/2003	thru	10/23/2003	@ 602 Employee <input type="button" value="v"/>
HOURS PAID =	97.02	WC Payment 3:	10/24/2003	thru	10/31/2003	@ 602 Employee <input type="button" value="v"/>
WCR Dollars =	1892	WC Payment 4:		thru		@ Choose <input type="button" value="v"/>

OPTION A

SICK LEAVE

OPTION A

Use of Sick Leave to Supplement Wages and Workers' Compensation Payments

EXAMPLE 1

SL Adequate ESL Adequate, but Not Needed No Return to Full or Reduced-Schedule Work

SL hours are adequate to supplement wages and workers' compensation payments.

VL hours are not used.

ESL hours are not needed, since REG Time on Pay Status exceeds 80% of regular time.

ESL weeks are not reduced, because ESL hours are not needed.

Employee did not return to full or reduced-schedule work in the pay period.

From Workers' Compensation Leave Bank calculator or WC Payment Conversion Sheet:

Hours Paid by Workers' Compensation:	97 hours
Dollars by which to reduce pay:	\$ 1,892.00

10-01 Employee worked 8 hours.

10-02 Employee worked 1 hour, was injured, and went off work.

10-06 Holiday credited because employee is on regular pay status (Leave with Pay):

1. Received supplemental SL.

10-31 Accruals credited because SL not exhausted before end of pay period.

EXAMPLE 1 OPTION A

OPTION A CALCULATION SHEET

(SICK LEAVE ONLY)

- 1. SL balance (or "X" from prior sheet): 72 hours (A)
- 2. VL balance (or "Y" from prior sheet): 90 hours (B)
- 3. ESL balance (26 weeks or "Z" from prior sheet): 26 weeks (C)
- 4. Total weeks in period: 4 3/5 weeks (D)
- 5. Total hours in period: 184 hours (E)
- 6. Hours worked in period: 10 hours (a)
- 7. Holiday hours in period: 8 hours (b) see holiday rules
- 8. Hours paid by Workers' Compensation: 97 hours (c) see footnote *
- 9. Total hours covered (a + b + c) = 115 hours (F)
- 10. SL hours needed (E - F) = 69 hours (G)
- 11. If (G) < (A), SL is adequate:

REG Time on Pay Status (F + G)/E = 1.0000 REG Time (H)
 ESL Time on Pay Status = zero ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ 1,892.00 WCR * (J)

Reduced SL balance (A - G) = 3 hours (K)
 Reduced VL balance (B - zero) = 90 hours (L)
 Reduced ESL balance (C - zero) = 26 weeks (M)

Go to Step 23 to credit new accruals.

- 12. If (G) > (A), SL is not adequate. Test if ESL weeks needed.
- 13. ESL threshold (.80 * E) = _____ hours (N)
- 14. ESL hours needed (N - F - A) = _____ hours (O)
- 15. If (O) < Zero, ESL weeks not needed:

REG Time on Pay Status (F + A)/E = _____ REG Time (H)
 ESL Time on Pay Status = zero ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - zero) = (B) hours (L)
 Reduced ESL balance (C - zero) = (C) weeks (M)

Go to Step 23 to credit new accruals.

- 16. If (O) > Zero, ESL weeks are needed. Test if ESL balance is adequate.
- 17. Test ESL balance adequacy (C - D) = _____ weeks (P)
- 18. If (P) > Zero, ESL balance is adequate:

EXAMPLE 1 OPTION A

REG Time on Pay Status (F + A)/E = _____ REG Time (H)
 ESL Time on Pay Status O/E = _____ ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - zero) = (B) hours (L)
 Reduced ESL balance (C - D) = _____ weeks (M)

Go to Step 23 to credit new accruals.

- 19. If (P) < Zero, ESL balance is not adequate to supplement entire period.
- 20. REG hours in entire period (F + A) = _____ hours (Q)
- 21. Percent of period on ESL (C/D) = _____ (R)
- 22. ESL hours in ESL period (R)*(O) = _____ hours (S)

REG Time on Pay Status Q/E = _____ REG Time (H)
 ESL Time on Pay Status S/E = _____ ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - zero) = (B) hours (L)
 Reduced ESL balance (C - C) = zero weeks (M)

Go to Step 23 to credit new accruals.

23. New SL & VL accruals:

If (K) > Zero, OR employee has returned to full or reduced schedule work, credit new SL & VL accruals:

Reduced SL balance (K): 3 hours (K)
 New SL accrual: 8 hours (T)
 New SL Balance (K + T) = 11 hours (X)

Reduced VL balance (L): 90 hours (L)
 New VL accrual 10 hours (U)
 New VL Balance (L + U) = 100 hours (Y)

New ESL Balance (M + zero): 26 weeks (Z)

If (K) = Zero, and employee has not returned to full or reduced schedule work, do not credit new SL & VL accruals:

New SL Balance (K + zero) = (K) hours (X)
 New VL Balance (L + zero) = (L) hours (Y)
 New ESL Balance (M + zero) = (M) weeks (Z)

- 24. When (Z) = Zero, ESL is exhausted.

If claimant has not returned to full or reduced-schedule work:

1. Place employee on Leave of Absence without Pay (LWOP).
2. Refer employee to HR B&FP to apply for Supplemental Disability.
3. Refer employee to Payroll to arrange to pay Dental & Optical premiums.
4. Contact HR B&FP and request OP Contingency Fund pay Medical plan premiums.

* From [WC Leave Bank calculator](http://ucsfhr.ucsf.edu/dismgmt/workcomp/payroll/calculators/wcpayments/).
<http://ucsfhr.ucsf.edu/dismgmt/workcomp/payroll/calculators/wcpayments/>

EXAMPLE 1
OPTION A

UCSF PAYROLL/PERSONNEL
ADDITIONAL PAY TIME REPORTING
WORKSHEET

UPAY 644C-2 (R6/98)
33810 / 71455-261

PAY PERIOD ENDING (12-17) (MM/DD/YY) 10/31/03
PAY CYCLE TYPE (18) B M

M = PAID MONTHLY
B = PAID BI-WEEKLY

CIRCLE ONE

DEPARTMENT

EMPLOYEE NAME EMPLOYEE ID I-9	TR CODE 10-11	ACCT. DIST. NO. 19-20	E R C 90	T Y P 91	D U C 92	TITLE CODE 22-25	L O C 26	DPA 27-32	FUND 37-41	PROGRAM 42-47	S U B 48	RATE/ AMOUNT 56-62	A/ H 63	REGULAR TIME			OVERTIME OR LEAVE TIME				W S P 89
														DESC. SERV. 64-66	TOTAL REGULAR TIME ON PAY STATUS 67-71	H/ % 72	DESC. SERV. 73-75	TIME IN HOURS 76-80	DESC. 81-83	TIME IN HOURS 84-88	
Cake, Cup 022222222	AP	xx				1234		123456	12345		0	4,780.00	A	REG	1.0000	%					
Cake, Cup 022222222	AP	xx				1234		123456	12345		0		A	WCR	1,892.00						
	AP																				
	AP																				

REASON FOR ADDITIONAL PAY (Check one)

- | | |
|---|---|
| <input type="checkbox"/> EMPLOYMENT FORM TOO LATE FOR TIME SHEET | <input type="checkbox"/> OVERTIME |
| <input type="checkbox"/> CHANGE IN STATUS TOO LATE FOR TIME SHEET | <input type="checkbox"/> ADJUSTMENT OF TIME |
| <input type="checkbox"/> INCORRECT INFORMATION ON TIME SHEET | <input type="checkbox"/> SEPARATION |
| <input type="checkbox"/> LATE SUBMISSION OF TIME BY EMPLOYEE | <input checked="" type="checkbox"/> OTHER (Explain) |
| <input type="checkbox"/> INTERCAMPUS TRANSFER | |

5 YRS SUBJECT TO CONTRACT
AND GRANT REQUIREMENTS

CERTIFICATION		
SIGNATURE	TEL EXT	DATE
ADDITIONAL AUTHORIZATION		
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE

OPTION A

Use of Sick Leave to Supplement Wages and Workers' Compensation Payments

EXAMPLE 2

SL Not Adequate ESL Adequate, but Not Needed No Return to Full or Reduced-Schedule Work

SL hours are not adequate to supplement wages and workers' compensation payments.

VL hours are not used.

ESL hours are not needed, since REG Time on Pay Status exceeds 80% of regular time.

ESL weeks are not reduced, because ESL hours are not needed.

Employee did not return to full or reduced-schedule work in the pay period.

From Workers' Compensation Leave Bank calculator or WC Payment Conversion Sheet:

Hours Paid by Workers' Compensation:	97 hours
Dollars by which to reduce pay:	\$ 1,892.00

10-01 Employee worked 8 hours.

10-02 Employee worked 1 hour, was injured, and went off work.

10-06 Holiday credited because employee is on regular pay status (Leave with Pay):

1. Received supplemental SL.

2. ESL has not yet been used.

10-31 Accruals not credited because:

1. SL exhausted before end of pay period, and

2. Employee has not returned to full or reduced-schedule work.

Accruals will be credited upon return to full or reduced-schedule work.

EXAMPLE 2 OPTION A

OPTION A CALCULATION SHEET

(SICK LEAVE ONLY)

- 1. SL balance (or "X" from prior sheet): 51 hours (A)
- 2. VL balance (or "Y" from prior sheet): 90 hours (B)
- 3. ESL balance (26 weeks or "Z" from prior sheet): 26 weeks (C)
- 4. Total weeks in period: 4 3/5 weeks (D)
- 5. Total hours in period: 184 hours (E)
- 6. Hours worked in period: 10 hours (a)
- 7. Holiday hours in period: 8 hours (b) see holiday rules
- 8. Hours paid by Workers' Compensation: 97 hours (c) see footnote *
- 9. Total hours covered (a + b + c) = 115 hours (F)
- 10. SL hours needed (E - F) = 69 hours (G)
- 11. If (G) < (A), SL is adequate:

$$\begin{array}{l}
 \text{REG Time on Pay Status (F + G)/E} = 1.0000 \text{ REG Time (H)} \\
 \text{ESL Time on Pay Status} = \text{zero} \text{ ESL Time (I)} \\
 \text{WC Pay Reduction (use DOS code "WCR")} \quad \$ \text{_____} \text{ WCR * (J)} \\
 \\
 \text{Reduced SL balance (A - G)} = \text{_____} \text{ hours (K)} \\
 \text{Reduced VL balance (B - zero)} = \text{(B) hours (L)} \\
 \text{Reduced ESL balance (C - zero)} = \text{(C) weeks (M)}
 \end{array}$$

Go to Step 23 to credit new accruals.

12. If (G) > (A), SL is not adequate. Test if ESL weeks needed.

- 13. ESL threshold (.80 * E) = 147.20 hours (N)
- 14. ESL hours needed (N - F - A) = - 19 hours (O)

15. If (O) < Zero, ESL weeks not needed:

$$\begin{array}{l}
 \text{REG Time on Pay Status (F + A)/E} = .9022 \text{ REG Time (H)} \\
 \text{ESL Time on Pay Status} = \text{zero} \text{ ESL Time (I)} \\
 \text{WC Pay Reduction (use DOS code "WCR")} \quad \$ 1,892 \text{ WCR * (J)} \\
 \\
 \text{Reduced SL balance (A - A)} = \text{zero} \text{ hours (K)} \\
 \text{Reduced VL balance (B - zero)} = 90 \text{ hours (L)} \\
 \text{Reduced ESL balance (C - zero)} = 26 \text{ weeks (M)}
 \end{array}$$

Go to Step 23 to credit new accruals.

- 16. If (O) > Zero, ESL weeks are needed. Test if ESL balance is adequate.
- 17. Test ESL balance adequacy (C - D) = _____ weeks (P)
- 18. If (P) > Zero, ESL balance is adequate:

EXAMPLE 2 OPTION A

REG Time on Pay Status (F + A)/E = _____ REG Time (H)
 ESL Time on Pay Status O/E = _____ ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - zero) = (B) hours (L)
 Reduced ESL balance (C - D) = _____ weeks (M)

Go to Step 23 to credit new accruals.

- 19. If (P) < Zero, ESL balance is not adequate to supplement entire period.
- 20. REG hours in entire period (F + A) = _____ hours (Q)
- 21. Percent of period on ESL (C/D) = _____ (R)
- 22. ESL hours in ESL period (R)*(O) = _____ hours (S)

REG Time on Pay Status Q/E = _____ REG Time (H)
 ESL Time on Pay Status S/E = _____ ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - zero) = (B) hours (L)
 Reduced ESL balance (C - C) = zero weeks (M)

Go to Step 23 to credit new accruals.

23. New SL & VL accruals:

If (K) > Zero, OR employee has returned to full or reduced schedule work, credit new SL & VL accruals:

Reduced SL balance (K): (K) hours (K)
 New SL accrual: _____ hours (T)
 New SL Balance (K + T) = _____ hours (X)

Reduced VL balance (L): (L) hours (L)
 New VL accrual _____ hours (U)
 New VL Balance (L + U) = _____ hours (Y)

New ESL Balance (M + zero): (M) weeks (Z)

If (K) = Zero, and employee has not returned to full or reduced schedule work, do not credit new SL & VL accruals:

New SL Balance (K + zero) = zero hours (X)
 New VL Balance (L + zero) = 90 hours (Y)
 New ESL Balance (M + zero) = 26 weeks (Z)

- 24. When (Z) = Zero, ESL is exhausted.

If claimant has not returned to full or reduced-schedule work:

1. Place employee on Leave of Absence without Pay (LWOP).
2. Refer employee to HR B&FP to apply for Supplemental Disability.
3. Refer employee to Payroll to arrange to pay Dental & Optical premiums.
4. Contact HR B&FP and request OP Contingency Fund pay Medical plan premiums.

* From [WC Leave Bank calculator](http://ucsfhr.ucsf.edu/dismgmt/workcomp/payroll/calculators/wcpayments/).
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EXAMPLE 2

OPTION A

**UCSF PAYROLL/PERSONNEL
ADDITIONAL PAY TIME REPORTING
WORKSHEET**

UPAY 644C-2 (R6/98)
33810 / 71455-261

PAY PERIOD ENDING (12-17) (MM/DD/YY) 10/31/03
PAY CYCLE TYPE (18) B M

M = PAID MONTHLY
B = PAID BI-WEEKLY

CIRCLE ONE

DEPARTMENT

EMPLOYEE NAME EMPLOYEE ID I-9	TR CODE 10-11	ACCT. DIST. NO. 19-20	E R C 90	T Y P 91	D U C 92	TITLE CODE 22-25	L O C 26	DPA 27-32	FUND 37-41	PROGRAM 42-47	S U B 48	RATE/ AMOUNT 56-62	A/ H 63	REGULAR TIME			OVERTIME OR LEAVE TIME				W S P 89
														DESC. SERV. 64-66	TOTAL REGULAR TIME ON PAY STATUS 67-71	H/ % 72	DESC. SERV. 73-75	TIME IN HOURS 76-80	DESC. 81-83	TIME IN HOURS 84-88	
Cake, Cup 022222222	AP	xx				1234		123456	12345		0	4,780.00	A	REG	0.9022	%					
Cake, Cup 022222222	AP	xx				1234		123456	12345		0		A	WCR	1,892.00						
	AP																				
	AP																				

REASON FOR ADDITIONAL PAY (Check one)

- | | |
|---|---|
| <input type="checkbox"/> EMPLOYMENT FORM TOO LATE FOR TIME SHEET | <input type="checkbox"/> OVERTIME |
| <input type="checkbox"/> CHANGE IN STATUS TOO LATE FOR TIME SHEET | <input type="checkbox"/> ADJUSTMENT OF TIME |
| <input type="checkbox"/> INCORRECT INFORMATION ON TIME SHEET | <input type="checkbox"/> SEPARATION |
| <input type="checkbox"/> LATE SUBMISSION OF TIME BY EMPLOYEE | <input checked="" type="checkbox"/> OTHER (Explain) |
| <input type="checkbox"/> INTERCAMPUS TRANSFER | |

5 YRS SUBJECT TO CONTRACT
AND GRANT REQUIREMENTS

CERTIFICATION		
SIGNATURE	TEL EXT	DATE
ADDITIONAL AUTHORIZATION		
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE

OPTION A

Use of Sick Leave to Supplement Wages and Workers' Compensation Payments

EXAMPLE 3

SL Not Adequate ESL Adequate No Return to Full or Reduced-Schedule Work

SL hours are not adequate to supplement wages and workers' compensation payments.
VL hours are not used.

ESL hours are needed, since REG Time on Pay Status is less than 80% of regular time.

ESL weeks are adequate to cover entire pay period.

ESL weeks are reduced, because ESL hours are needed.

Employee did not return to full or reduced-schedule work in the pay period.

From Workers' Compensation Leave Bank calculator or WC Payment Conversion Sheet:

Hours Paid by Workers' Compensation:	97 hours
Dollars by which to reduce pay:	\$ 1,892.00

10-01 Employee worked 8 hours.

10-02 Employee worked 1 hour, was injured, and went off work.

10-06 Holiday credited because employee is on regular pay status (Leave with Pay):

1. Received supplemental SL, and
2. Received ESL.

10-31 Accruals not credited because:

1. SL exhausted before end of pay period, and
2. Employee has not returned to full or reduced-schedule work.

Accruals will be credited upon return to full or reduced-schedule work.

EXAMPLE 3 OPTION A

OPTION A CALCULATION SHEET
(SICK LEAVE ONLY)

- 1. SL balance (or "X" from prior sheet): 8 hours (A)
2. VL balance (or "Y" from prior sheet): 90 hours (B)
3. ESL balance (26 weeks or "Z" from prior sheet): 26 weeks (C)
4. Total weeks in period: 4 3/5 weeks (D)
5. Total hours in period: 184 hours (E)
6. Hours worked in period: 10 hours (a)
7. Holiday hours in period: 8 hours (b) see holiday rules
8. Hours paid by Workers' Compensation: 97 hours (c) see footnote *
9. Total hours covered (a + b + c) = 115 hours (F)
10. SL hours needed (E - F) = 69 hours (G)
11. If (G) < (A), SL is adequate:

REG Time on Pay Status (F + G)/E = 1.0000 REG Time (H)
ESL Time on Pay Status = zero ESL Time (I)
WC Pay Reduction (use DOS code "WCR") \$ WCR * (J)
Reduced SL balance (A - G) = hours (K)
Reduced VL balance (B - zero) = (B) hours (L)
Reduced ESL balance (C - zero) = (C) weeks (M)

Go to Step 23 to credit new accruals.

12. If (G) > (A), SL is not adequate. Test if ESL weeks needed.

- 13. ESL threshold (.80 * E) = 147.20 hours (N)
14. ESL hours needed (N - F - A) = 24.20 hours (O)

15. If (O) < Zero, ESL weeks not needed:

REG Time on Pay Status (F + A)/E = REG Time (H)
ESL Time on Pay Status = zero ESL Time (I)
WC Pay Reduction (use DOS code "WCR") \$ WCR * (J)
Reduced SL balance (A - A) = zero hours (K)
Reduced VL balance (B - zero) = (B) hours (L)
Reduced ESL balance (C - zero) = (C) weeks (M)

Go to Step 23 to credit new accruals.

16. If (O) > Zero, ESL weeks are needed. Test if ESL balance is adequate.

- 17. Test ESL balance adequacy (C - D) = 21 2/5 weeks (P)

18. If (P) > Zero, ESL balance is adequate:

EXAMPLE 3 OPTION A

REG Time on Pay Status (F + A)/E = .6685 REG Time (H)
 ESL Time on Pay Status O/E = .1315 ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ 1,892 WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - zero) = 90 hours (L)
 Reduced ESL balance (C - D) = 21 2/5 weeks (M)

Go to Step 23 to credit new accruals.

- 19. If (P) < Zero, ESL balance is not adequate to supplement entire period.
- 20. REG hours in entire period (F + A) = _____ hours (Q)
- 21. Percent of period on ESL (C/D) = _____ (R)
- 22. ESL hours in ESL period (R)*(O) = _____ hours (S)

REG Time on Pay Status Q/E = _____ REG Time (H)
 ESL Time on Pay Status S/E = _____ ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - zero) = (B) hours (L)
 Reduced ESL balance (C - C) = zero weeks (M)

Go to Step 23 to credit new accruals.

23. New SL & VL accruals:

If (K) > Zero, OR employee has returned to full or reduced schedule work, credit new SL & VL accruals:

Reduced SL balance (K): (K) hours (K)
 New SL accrual: _____ hours (T)
 New SL Balance (K + T) = _____ hours (X)

Reduced VL balance (L): (L) hours (L)
 New VL accrual _____ hours (U)
 New VL Balance (L + U) = _____ hours (Y)

New ESL Balance (M + zero): (M) weeks (Z)

If (K) = Zero, and employee has not returned to full or reduced schedule work, do not credit new SL & VL accruals:

New SL Balance (K + zero) = zero hours (X)
 New VL Balance (L + zero) = 90 hours (Y)
 New ESL Balance (M + zero) = 21 2/5 weeks (Z)

- 24. When (Z) = Zero, ESL is exhausted.

If claimant has not returned to full or reduced-schedule work:

1. Place employee on Leave of Absence without Pay (LWOP).
2. Refer employee to HR B&FP to apply for Supplemental Disability.
3. Refer employee to Payroll to arrange to pay Dental & Optical premiums.
4. Contact HR B&FP and request OP Contingency Fund pay Medical plan premiums.

* From [WC Leave Bank calculator](http://ucsfhr.ucsf.edu/dismgmt/workcomp/payroll/calculators/wcpayments/).
<http://ucsfhr.ucsf.edu/dismgmt/workcomp/payroll/calculators/wcpayments/>

EXAMPLE 3

OPTION A

**UCSF PAYROLL/PERSONNEL
ADDITIONAL PAY TIME REPORTING
WORKSHEET**

UPAY 644C-2 (R6/98)
33810 / 71455-261

PAY PERIOD ENDING (12-17) (MM/DD/YY) 10/31/03
PAY CYCLE TYPE (18) B M

M = PAID MONTHLY
B = PAID BI-WEEKLY

CIRCLE ONE

DEPARTMENT

EMPLOYEE NAME EMPLOYEE ID I-9	TR CODE 10-11	ACCT. DIST. NO. 19-20	E R C 90	T Y P 91	D U C 92	TITLE CODE 22-25	L O C 26	DPA 27-32	FUND 37-41	PROGRAM 42-47	S U B 48	RATE/ AMOUNT 56-62	A/ H 63	REGULAR TIME			OVERTIME OR LEAVE TIME				W S P 89
														DESC. SERV. 64-66	TOTAL REGULAR TIME ON PAY STATUS 67-71	H/ % 72	DESC. SERV. 73-75	TIME IN HOURS 76-80	DESC. 81-83	TIME IN HOURS 84-88	
Cake, Cup 022222222	AP	xx				1234		123456	12345		0	4,780.00	A	REG	0.6685	%					
Cake, Cup 022222222	AP	xx				1234		123456	12345		0	4,780.00	A	ESL	0.1315	%					
Cake, Cup 022222222	AP	xx				1234		123456	12345		0		A	WCR	1,892.00						
	AP																				

REASON FOR ADDITIONAL PAY (Check one)

- | | |
|---|---|
| <input type="checkbox"/> EMPLOYMENT FORM TOO LATE FOR TIME SHEET | <input type="checkbox"/> OVERTIME |
| <input type="checkbox"/> CHANGE IN STATUS TOO LATE FOR TIME SHEET | <input type="checkbox"/> ADJUSTMENT OF TIME |
| <input type="checkbox"/> INCORRECT INFORMATION ON TIME SHEET | <input type="checkbox"/> SEPARATION |
| <input type="checkbox"/> LATE SUBMISSION OF TIME BY EMPLOYEE | <input checked="" type="checkbox"/> OTHER (Explain) |
| <input type="checkbox"/> INTERCAMPUS TRANSFER | |

5 YRS SUBJECT TO CONTRACT
AND GRANT REQUIREMENTS

CERTIFICATION		
SIGNATURE	TEL EXT	DATE
ADDITIONAL AUTHORIZATION		
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE

UNIVERSITY OF CALIFORNIA
SAN FRANCISCO
TIME RECORD

PREMIUM OVERTIME STATUS
 ELIGIBLE NOT ELIGIBLE

RECONCILED TIME RECORD
 NAME **EXAMPLE 3**
OPTION A
 PERIOD COVERED October 2003

WORK WEEK: STD. OTHER _____

WORK SCHEDULE: STD. OTHER _____

DAY OF MO.	FUND SOURCE			HOURS	EXCEPTIONS							EXCEPTIONS CODE							
					HOLIDAY LEAVE	VACATION LEAVE	SICK LEAVE	OTHER LEAVE (NOTE TYPE)	COMP. TIME OFF	OVER-TIME WORKED	LEAVE WITHOUT PAY								
1				8															
2				2				6	WC										
3								8	WC										
4																			
5																			
6					8														
7								8	WC										
8								8	WC										
9								8	WC										
10								8	WC										
11																			
12																			
13								8	WC										
14								8	WC										
15								8	WC										
16								8	WC										
17								8	WC										
18																			
19																			
20								8	WC										
21							5	3	WC										
22							3												
23								8	ESL										
24								8	ESL										
25								8	ESL										
26								0.2	ESL										
27																			
28																			
29																			
30																			
31																			
TOTALS				10	8		8	97.00 REG 24.20 ESL											

- EXCEPTIONS CODE**
- C - Comp. time off
 - H - Holiday
 - L - Leave without pay
 - O - Overtime
 - S - Sick Leave
 - V - Vacation
 - OL - Other Leave (note type)

SUMMARY
DEPARTMENTAL USE

ESL Balance: 26 weeks
 Work Hours in Pay Period = 184 hrs.
 ESL Threshold = 80% * 184 hrs = 147.20 hrs.
 ESL Option: A (SL-Only to supplement WC)
 Hourly Wage = \$27.48 per hour
 WC Leave bank = 97 hours (Calculator)

Hours Worked	10.00
Holiday Hours	8.00
WC Leave Hours	97.00
SL Hours	8.00
VL Hours	0.00

If the sum is less than 80% of the total work hours in the Pay Period, then ESL is needed.
 123.00 ESL is needed.
 ESL hours needed = 147.20 - 123 = 24.20
 ESL hours in ESL period: 24.20
 New ESL Balance = 26 - 4 3/5 = 21 2/5 weeks
 REG Time on Pay Status = 123/184 = .6685
 ESL Time on Pay Status = 24.20/184 = .1315
 WC Pay Reduction = \$1,892.00 (Calculator)

PREV. BALANCE	EARN	USAGE	NEW BALANCE
CT			
VL			
90	0	0	90
SL			
8	0	8	0

SUMMARY TOTALS

REG. TIME	PAID LEAVE	REG. O.T.	PREM. O.T.	COMP. TIME USED
10.00	137.20			

I CERTIFY THE ABOVE TIME IS CORRECT

APPROVAL(S)

EMPLOYEE SIGNATURE

71455-142 (REV. 6/03 HR DMS)

(TITLE)

(TITLE)

(TITLE)

(INSTRUCTIONS ON REVERSE SIDE)

OPTION A

Use of Sick Leave to Supplement Wages and Workers' Compensation Payments

EXAMPLE 4

SL Not Adequate ESL Not Adequate No Return to Full or Reduced-Schedule Work

SL hours are not adequate to supplement wages and workers' compensation payments.
VL hours are not used.

ESL hours are needed, since REG Time on Pay Status is less than 80% of regular time.
ESL weeks are not adequate to cover entire pay period, so ESL hours are prorated.
Employee did not return to full or reduced-schedule work in the pay period.

From Workers' Compensation Leave Bank calculator or WC Payment Conversion Sheet:

Hours Paid by Workers' Compensation:	97 hours
Dollars by which to reduce pay:	\$ 1,892.00

10-01 Employee worked 8 hours.

10-02 Employee worked 1 hour, was injured, and went off work.

10-06 Holiday credited because employee was on regular pay status (Leave with Pay):

1. Received supplemental SL, and
2. Received ESL.

10-31 Accruals not credited because:

1. SL exhausted before end of pay period, and
2. Employee has not returned to full or reduced-schedule work.

Accruals will be credited upon Return to Full or Reduced-Schedule Work.

Because ESL weeks are not adequate to cover the entire pay period, and employee has not returned to full or reduced-schedule work:

1. Place employee on Leave of Absence without Pay (LWOP).
2. Refer employee to HR B&FP to apply for Supplemental Disability.
3. Refer employee to Payroll to arrange to pay Dental & Optical premiums.
4. Contact HR B&FP and request OP Contingency Fund pay Medical plan premiums.

EXAMPLE 4 OPTION A

OPTION A CALCULATION SHEET

(SICK LEAVE ONLY)

- 1. SL balance (or "X" from prior sheet): 8 hours (A)
- 2. VL balance (or "Y" from prior sheet): 90 hours (B)
- 3. ESL balance (26 weeks or "Z" from prior sheet): 3 3/5 weeks (C)
- 4. Total weeks in period: 4 3/5 weeks (D)
- 5. Total hours in period: 184 hours (E)
- 6. Hours worked in period: 10 hours (a)
- 7. Holiday hours in period: 8 hours (b) see holiday rules
- 8. Hours paid by Workers' Compensation: 97 hours (c) see footnote *
- 9. Total hours covered (a + b + c) = 115 hours (F)
- 10. SL hours needed (E - F) = 69 hours (G)
- 11. If (G) < (A), SL is adequate:

$$\begin{array}{l}
 \text{REG Time on Pay Status (F + G)/E} = 1.0000 \text{ REG Time (H)} \\
 \text{ESL Time on Pay Status} = \text{zero ESL Time (I)} \\
 \text{WC Pay Reduction (use DOS code "WCR")} \quad \$ \text{_____ WCR * (J)} \\
 \\
 \text{Reduced SL balance (A - G)} = \text{_____ hours (K)} \\
 \text{Reduced VL balance (B - zero)} = \text{(B) hours (L)} \\
 \text{Reduced ESL balance (C - zero)} = \text{(C) weeks (M)}
 \end{array}$$

Go to Step 23 to credit new accruals.

12. If (G) > (A), SL is not adequate. Test if ESL weeks needed.

- 13. ESL threshold (.80 * E) = 147.20 hours (N)
- 14. ESL hours needed (N - F - A) = 24.20 hours (O)

15. If (O) < Zero, ESL weeks not needed:

$$\begin{array}{l}
 \text{REG Time on Pay Status (F + A)/E} = \text{_____ REG Time (H)} \\
 \text{ESL Time on Pay Status} = \text{zero ESL Time (I)} \\
 \text{WC Pay Reduction (use DOS code "WCR")} \quad \$ \text{_____ WCR * (J)} \\
 \\
 \text{Reduced SL balance (A - A)} = \text{zero hours (K)} \\
 \text{Reduced VL balance (B - zero)} = \text{(B) hours (L)} \\
 \text{Reduced ESL balance (C - zero)} = \text{(C) weeks (M)}
 \end{array}$$

Go to Step 23 to credit new accruals.

16. If (O) > Zero, ESL weeks are needed. Test if ESL balance is adequate.

- 17. Test ESL balance adequacy (C - D) = - 1 weeks (P)

18. If (P) > Zero, ESL balance is adequate:

EXAMPLE 4 OPTION A

REG Time on Pay Status (F + A)/E =	_____	REG Time (H)
ESL Time on Pay Status O/E =	_____	ESL Time (I)
WC Pay Reduction (use DOS code "WCR") \$	_____	WCR * (J)
Reduced SL balance (A - A) =	_____	zero hours (K)
Reduced VL balance (B - zero) =	_____	(B) hours (L)
Reduced ESL balance (C - D) =	_____	_____ weeks (M)

Go to Step 23 to credit new accruals.

19. If (P) < Zero, ESL balance is not adequate to supplement entire period.

20. REG hours in entire period (F + A) = 123 hours (Q)

21. Percent of period on ESL (C/D) = .783 (R)

22. ESL hours in ESL period (R)*(O) = 18.99 hours (S)

REG Time on Pay Status Q/E =	.6685	REG Time (H)
ESL Time on Pay Status S/E =	.1032	ESL Time (I)
WC Pay Reduction (use DOS code "WCR")	\$ 1,892	WCR * (J)
Reduced SL balance (A - A) =	_____	zero hours (K)
Reduced VL balance (B - zero) =	_____	90 hours (L)
Reduced ESL balance (C - C) =	_____	zero weeks (M)

Go to Step 23 to credit new accruals.

23. New SL & VL accruals:

If (K) > Zero, OR employee has returned to full or reduced schedule work, credit new SL & VL accruals:

Reduced SL balance (K):	_____	(K) hours (K)
New SL accrual:	_____	hours (T)
New SL Balance (K + T) =	_____	hours (X)
Reduced VL balance (L):	_____	(L) hours (L)
New VL accrual	_____	hours (U)
New VL Balance (L + U) =	_____	hours (Y)
New ESL Balance (M + zero):	_____	(M) weeks (Z)

If (K) = Zero, and employee has not returned to full or reduced schedule work, do not credit new SL & VL accruals:

New SL Balance (K + zero) =	zero	hours (X)
New VL Balance (L + zero) =	90	hours (Y)
New ESL Balance (M + zero) =	zero	weeks (Z)

24. When (Z) = Zero, ESL is exhausted.

If claimant has not returned to full or reduced-schedule work:

1. Place employee on Leave of Absence without Pay (LWOP).
2. Refer employee to HR B&FP to apply for Supplemental Disability.
3. Refer employee to Payroll to arrange to pay Dental & Optical premiums.
4. Contact HR B&FP and request OP Contingency Fund pay Medical plan premiums.

* From [WC Leave Bank calculator](#).

<http://ucsfhr.ucsf.edu/dismgmt/workcomp/payroll/calculators/wcpayments/>

EXAMPLE 4

OPTION A

**UCSF PAYROLL/PERSONNEL
ADDITIONAL PAY TIME REPORTING
WORKSHEET**

UPAY 644C-2 (R6/98)
33810 / 71455-261

PAY PERIOD ENDING (12-17) (MM/DD/YY) 10/31/03
PAY CYCLE TYPE (18) B M

M = PAID MONTHLY
B = PAID BI-WEEKLY

CIRCLE ONE

DEPARTMENT

EMPLOYEE NAME EMPLOYEE ID I-9	TR CODE 10-11	ACCT. DIST. NO. 19-20	E R C 90	T Y P 91	D U C 92	TITLE CODE 22-25	L O C 26	DPA 27-32	FUND 37-41	PROGRAM 42-47	S U B 48	RATE/ AMOUNT 56-62	A/ H 63	REGULAR TIME			OVERTIME OR LEAVE TIME				W S P 89
														DESC. SERV. 64-66	TOTAL REGULAR TIME ON PAY STATUS 67-71	H/ % 72	DESC. SERV. 73-75	TIME IN HOURS 76-80	DESC. 81-83	TIME IN HOURS 84-88	
Cake, Cup 022222222	AP	xx				1234		123456	12345		0	4,780.00	A	REG	0.6685	%					
Cake, Cup 022222222	AP	xx				1234		123456	12345		0	4,780.00	A	ESL	0.1032	%					
Cake, Cup 022222222	AP	xx				1234		123456	12345		0		A	WCR	1,892.00						
	AP																				

REASON FOR ADDITIONAL PAY (Check one)

- | | |
|---|---|
| <input type="checkbox"/> EMPLOYMENT FORM TOO LATE FOR TIME SHEET | <input type="checkbox"/> OVERTIME |
| <input type="checkbox"/> CHANGE IN STATUS TOO LATE FOR TIME SHEET | <input type="checkbox"/> ADJUSTMENT OF TIME |
| <input type="checkbox"/> INCORRECT INFORMATION ON TIME SHEET | <input type="checkbox"/> SEPARATION |
| <input type="checkbox"/> LATE SUBMISSION OF TIME BY EMPLOYEE | <input checked="" type="checkbox"/> OTHER (Explain) |
| <input type="checkbox"/> INTERCAMPUS TRANSFER | |

5 YRS SUBJECT TO CONTRACT
AND GRANT REQUIREMENTS

CERTIFICATION		
SIGNATURE	TEL EXT	DATE
ADDITIONAL AUTHORIZATION		
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE

OPTION A

Use of Sick Leave to Supplement Wages and Workers' Compensation Payments

EXAMPLE 5

SL Not Adequate ESL Not Adequate Returned to Full or Reduced-Schedule Work

SL hours are not adequate to supplement wages and workers' compensation payments.
VL hours are not used.

ESL hours are needed, since REG Time on Pay Status is less than 80% of regular time.
ESL weeks are not adequate to cover entire pay period, so ESL hours are prorated.
Employee returned to reduced-schedule work in the pay period.

From Workers' Compensation Leave Bank calculator or WC Payment Conversion Sheet:

Hours Paid by Workers' Compensation:	97 hours
Dollars by which to reduce pay:	\$ 1,892.00

10-01 Employee worked 8 hours.

10-02 Employee worked 1 hour, was injured, and went off work.

10-06 Holiday credited because employee is on regular pay status (Leave with Pay):

1. Received supplemental SL, and
2. Received ESL, and
3. Returned to reduced-schedule work in the pay period.

10-27 Employee returned to reduced-schedule work.

10-31 Accruals are credited because employee returned to reduced-schedule work.

Though ESL becomes exhausted, because the employee returned to reduced-schedule work in the pay period the employee is not placed on Leave of Absence without Pay (LWOP).

EXAMPLE 5 OPTION A

OPTION A CALCULATION SHEET
(SICK LEAVE ONLY)

- 1. SL balance (or "X" from prior sheet): 8 hours (A)
- 2. VL balance (or "Y" from prior sheet): 90 hours (B)
- 3. ESL balance (26 weeks or "Z" from prior sheet): 3 3/5 weeks (C)
- 4. Total weeks in period: 4 3/5 weeks (D)
- 5. Total hours in period: 184 hours (E)
- 6. Hours worked in period: 20 hours (a)
- 7. Holiday hours in period: 8 hours (b) see holiday rules
- 8. Hours paid by Workers' Compensation: 97 hours (c) see footnote *
- 9. Total hours covered (a + b + c) = 125 hours (F)
- 10. SL hours needed (E - F) = 59 hours (G)
- 11. If (G) < (A), SL is adequate:

$$\begin{array}{l}
 \text{REG Time on Pay Status (F + G)/E} = 1.0000 \text{ REG Time (H)} \\
 \text{ESL Time on Pay Status} = \text{zero ESL Time (I)} \\
 \text{WC Pay Reduction (use DOS code "WCR")} \quad \$ \text{_____ WCR * (J)} \\
 \\
 \text{Reduced SL balance (A - G)} = \text{_____ hours (K)} \\
 \text{Reduced VL balance (B - zero)} = \text{(B) hours (L)} \\
 \text{Reduced ESL balance (C - zero)} = \text{(C) weeks (M)}
 \end{array}$$

Go to Step 23 to credit new accruals.

12. If (G) > (A), SL is not adequate. Test if ESL weeks needed.

- 13. ESL threshold (.80 * E) = 147.20 hours (N)
- 14. ESL hours needed (N - F - A) = 14.20 hours (O)

15. If (O) < Zero, ESL weeks not needed:

$$\begin{array}{l}
 \text{REG Time on Pay Status (F + A)/E} = \text{_____ REG Time (H)} \\
 \text{ESL Time on Pay Status} = \text{zero ESL Time (I)} \\
 \text{WC Pay Reduction (use DOS code "WCR")} \quad \$ \text{_____ WCR * (J)} \\
 \\
 \text{Reduced SL balance (A - A)} = \text{zero hours (K)} \\
 \text{Reduced VL balance (B - zero)} = \text{(B) hours (L)} \\
 \text{Reduced ESL balance (C - zero)} = \text{(C) weeks (M)}
 \end{array}$$

Go to Step 23 to credit new accruals.

16. If (O) > Zero, ESL weeks are needed. Test if ESL balance is adequate.

- 17. Test ESL balance adequacy (C - D) = - 1 weeks (P)

18. If (P) > Zero, ESL balance is adequate:

EXAMPLE 5 OPTION A

REG Time on Pay Status (F + A)/E =	_____	REG Time (H)
ESL Time on Pay Status O/E =	_____	ESL Time (I)
WC Pay Reduction (use DOS code "WCR") \$	_____	WCR * (J)
Reduced SL balance (A - A) =	zero	hours (K)
Reduced VL balance (B - zero) =	(B)	hours (L)
Reduced ESL balance (C - D) =	_____	weeks (M)

Go to Step 23 to credit new accruals.

19. If (P) < Zero, ESL balance is not adequate to supplement entire period.

20. REG hours in entire period (F + A) = 133 hours (Q)

21. Percent of period on ESL (C/D) = .783 (R)

22. ESL hours in ESL period (R)*(O) = 11.12 hours (S)

REG Time on Pay Status Q/E =	.7228	REG Time (H)
ESL Time on Pay Status S/E =	.0604	ESL Time (I)
WC Pay Reduction (use DOS code "WCR")	\$ 1,892	WCR * (J)
Reduced SL balance (A - A) =	zero	hours (K)
Reduced VL balance (B - zero) =	90	hours (L)
Reduced ESL balance (C - C) =	zero	weeks (M)

Go to Step 23 to credit new accruals.

23. New SL & VL accruals:

If (K) > Zero, OR employee has returned to full or reduced schedule work, credit new SL & VL accruals:

Reduced SL balance (K):	0	hours (K)
New SL accrual:	8	hours (T)
New SL Balance (K + T) =		8 hours (X)
Reduced VL balance (L):	90	hours (L)
New VL accrual	10	hours (U)
New VL Balance (L + U) =		100 hours (Y)
New ESL Balance (M + zero):		0 weeks (Z)

If (K) = Zero, and employee has not returned to full or reduced schedule work, do not credit new SL & VL accruals:

New SL Balance (K + zero) =	(K)	hours (X)
New VL Balance (L + zero) =	(L)	hours (Y)
New ESL Balance (M + zero) =	(M)	weeks (Z)

24. When (Z) = Zero, ESL is exhausted.

If claimant has not returned to full or reduced-schedule work:

1. Place employee on Leave of Absence without Pay (LWOP).
2. Refer employee to HR B&FP to apply for Supplemental Disability.
3. Refer employee to Payroll to arrange to pay Dental & Optical premiums.
4. Contact HR B&FP and request OP Contingency Fund pay Medical plan premiums.

* From [WC Leave Bank calculator](http://ucsfhr.ucsf.edu/dismgmt/workcomp/payroll/calculators/wcpayments/).
<http://ucsfhr.ucsf.edu/dismgmt/workcomp/payroll/calculators/wcpayments/>

EXAMPLE 5

OPTION A

**UCSF PAYROLL/PERSONNEL
ADDITIONAL PAY TIME REPORTING
WORKSHEET**

UPAY 644C-2 (R6/98)
33810 / 71455-261

PAY PERIOD ENDING (12-17) (MM/DD/YY) 10/31/03
PAY CYCLE TYPE (18) B M

M = PAID MONTHLY
B = PAID BI-WEEKLY

CIRCLE ONE

DEPARTMENT

EMPLOYEE NAME EMPLOYEE ID I-9	TR CODE 10-11	ACCT. DIST. NO. 19-20	E R C 90	T Y P 91	D U C 92	TITLE CODE 22-25	L O C 26	DPA 27-32	FUND 37-41	PROGRAM 42-47	S U B 48	RATE/ AMOUNT 56-62	A/ H 63	REGULAR TIME			OVERTIME OR LEAVE TIME				W S P 89
														DESC. SERV. 64-66	TOTAL REGULAR TIME ON PAY STATUS 67-71	H/ % 72	DESC. SERV. 73-75	TIME IN HOURS 76-80	DESC. 81-83	TIME IN HOURS 84-88	
Cake, Cup 022222222	AP	xx				1234		123456	12345		0	4,780.00	A	REG	0.7228	%					
Cake, Cup 022222222	AP	xx				1234		123456	12345		0	4,780.00	A	ESL	0.0604	%					
Cake, Cup 022222222	AP	xx				1234		123456	12345		0		A	WCR	1,892.00						
	AP																				

REASON FOR ADDITIONAL PAY (Check one)

- | | |
|---|---|
| <input type="checkbox"/> EMPLOYMENT FORM TOO LATE FOR TIME SHEET | <input type="checkbox"/> OVERTIME |
| <input type="checkbox"/> CHANGE IN STATUS TOO LATE FOR TIME SHEET | <input type="checkbox"/> ADJUSTMENT OF TIME |
| <input type="checkbox"/> INCORRECT INFORMATION ON TIME SHEET | <input type="checkbox"/> SEPARATION |
| <input type="checkbox"/> LATE SUBMISSION OF TIME BY EMPLOYEE | <input checked="" type="checkbox"/> OTHER (Explain) |
| <input type="checkbox"/> INTERCAMPUS TRANSFER | |

5 YRS SUBJECT TO CONTRACT
AND GRANT REQUIREMENTS

CERTIFICATION		
SIGNATURE	TEL EXT	DATE
ADDITIONAL AUTHORIZATION		
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE

OPTION A

Use of Sick Leave to Supplement Wages and Workers' Compensation Payments

EXAMPLE 6

SL Not Adequate ESL Exhausted Prior to Pay Period Returned to Full or Reduced-Schedule Work

SL hours are not adequate to supplement wages and workers' compensation payments.
VL hours are not used.

ESL hours are needed, since REG Time on Pay Status is less than 80% of regular time.
ESL was exhausted prior to the beginning of the pay period.
Employee returned to reduced-schedule work in the pay period.

From Workers' Compensation Leave Bank calculator or WC Payment Conversion Sheet:

Hours Paid by Workers' Compensation:	97 hours
Dollars by which to reduce pay:	\$ 1,892.00

10-01 Employee worked 8 hours.

10-02 Employee worked 1 hour, was injured, and went off work.

10-06 Holiday credited because employee is on regular pay status (Leave with Pay):

1. Received supplemental SL, and
2. Returned to reduced-schedule work in the pay period.

10-27 Employee returned to reduced-schedule work.

10-31 Accruals are credited because employee returned to reduced-schedule work.

Though ESL becomes exhausted, because the employee returned to reduced-schedule work in the pay period the employee is not placed on Leave of Absence without Pay (LWOP).

EXAMPLE 6 OPTION A

OPTION A CALCULATION SHEET
(SICK LEAVE ONLY)

- 1. SL balance (or "X" from prior sheet): 8 hours (A)
- 2. VL balance (or "Y" from prior sheet): 90 hours (B)
- 3. ESL balance (26 weeks or "Z" from prior sheet): 0 weeks (C)
- 4. Total weeks in period: 4 3/5 weeks (D)
- 5. Total hours in period: 184 hours (E)
- 6. Hours worked in period: 20 hours (a)
- 7. Holiday hours in period: 8 hours (b) see holiday rules
- 8. Hours paid by Workers' Compensation: 97 hours (c) see footnote *
- 9. Total hours covered (a + b + c) = 125 hours (F)
- 10. SL hours needed (E - F) = 59 hours (G)
- 11. If (G) < (A), SL is adequate:

REG Time on Pay Status (F + G)/E =		1.0000		REG Time (H)
ESL Time on Pay Status =		zero		ESL Time (I)
WC Pay Reduction (use DOS code "WCR")	\$ _____			WCR * (J)
Reduced SL balance (A - G) =	_____			hours (K)
Reduced VL balance (B - zero) =				(B) hours (L)
Reduced ESL balance (C - zero) =				(C) weeks (M)

Go to Step 23 to credit new accruals.

12. If (G) > (A), SL is not adequate. Test if ESL weeks needed.

- 13. ESL threshold (.80 * E) = 147.20 hours (N)
- 14. ESL hours needed (N - F - A) = 14.20 hours (O)

15. If (O) < Zero, ESL weeks not needed:

REG Time on Pay Status (F + A)/E =		_____		REG Time (H)
ESL Time on Pay Status =		zero		ESL Time (I)
WC Pay Reduction (use DOS code "WCR")	\$ _____			WCR * (J)
Reduced SL balance (A - A) =				zero hours (K)
Reduced VL balance (B - zero) =				(B) hours (L)
Reduced ESL balance (C - zero) =				(C) weeks (M)

Go to Step 23 to credit new accruals.

16. If (O) > Zero, ESL weeks are needed. Test if ESL balance is adequate.

- 17. Test ESL balance adequacy (C - D) = - 4 3/5 weeks (P)

18. If (P) > Zero, ESL balance is adequate:

EXAMPLE 6 OPTION A

REG Time on Pay Status (F + A)/E =	_____	REG Time (H)
ESL Time on Pay Status O/E =	_____	ESL Time (I)
WC Pay Reduction (use DOS code "WCR") \$	_____	WCR * (J)
Reduced SL balance (A - A) =	zero	hours (K)
Reduced VL balance (B - zero) =	(B)	hours (L)
Reduced ESL balance (C - D) =	_____	weeks (M)

Go to Step 23 to credit new accruals.

19. If (P) < Zero, ESL balance is not adequate to supplement entire period.

20. REG hours in entire period (F + A) = 133 hours (Q)

21. Percent of period on ESL (C/D) = 0 (R)

22. ESL hours in ESL period (R)*(O) = 0 hours (S)

REG Time on Pay Status Q/E =	.7228	REG Time (H)
ESL Time on Pay Status S/E =	zero	ESL Time (I)
WC Pay Reduction (use DOS code "WCR")	\$ 1,892	WCR * (J)
Reduced SL balance (A - A) =	zero	hours (K)
Reduced VL balance (B - zero) =	90	hours (L)
Reduced ESL balance (C - C) =	zero	weeks (M)

Go to Step 23 to credit new accruals.

23. New SL & VL accruals:

If (K) > Zero, OR employee has returned to full or reduced schedule work, credit new SL & VL accruals:

Reduced SL balance (K):	0	hours (K)
New SL accrual:	8	hours (T)
New SL Balance (K + T) =	8	hours (X)
Reduced VL balance (L):	90	hours (L)
New VL accrual	10	hours (U)
New VL Balance (L + U) =	100	hours (Y)
New ESL Balance (M + zero):	0	weeks (Z)

If (K) = Zero, and employee has not returned to full or reduced schedule work, do not credit new SL & VL accruals:

New SL Balance (K + zero) =	(K)	hours (X)
New VL Balance (L + zero) =	(L)	hours (Y)
New ESL Balance (M + zero) =	(M)	weeks (Z)

24. When (Z) = Zero, ESL is exhausted.

If claimant has not returned to full or reduced-schedule work:

1. Place employee on Leave of Absence without Pay (LWOP).
2. Refer employee to HR B&FP to apply for Supplemental Disability.
3. Refer employee to Payroll to arrange to pay Dental & Optical premiums.
4. Contact HR B&FP and request OP Contingency Fund pay Medical plan premiums.

* From [WC Leave Bank calculator](#).

<http://ucsfhr.ucsf.edu/dismgmt/workcomp/payroll/calculators/wcpayments/>

EXAMPLE 6

OPTION A

**UCSF PAYROLL/PERSONNEL
ADDITIONAL PAY TIME REPORTING
WORKSHEET**

UPAY 644C-2 (R6/98)
33810 / 71455-261

PAY PERIOD ENDING (12-17) (MM/DD/YY) 10/31/03
PAY CYCLE TYPE (18) B M

M = PAID MONTHLY
B = PAID BI-WEEKLY

CIRCLE ONE

DEPARTMENT

EMPLOYEE NAME EMPLOYEE ID I-9	TR CODE 10-11	ACCT. DIST. NO. 19-20	E R C 90	T Y P 91	D U C 92	TITLE CODE 22-25	L O C 26	DPA 27-32	FUND 37-41	PROGRAM 42-47	S U B 48	RATE/ AMOUNT 56-62	A/ H 63	REGULAR TIME			OVERTIME OR LEAVE TIME				W S P 89	
														DESC. SERV. 64-66	TOTAL REGULAR TIME ON PAY STATUS 67-71	H/ % 72	DESC. SERV. 73-75	TIME IN HOURS 76-80	DESC. 81-83	TIME IN HOURS 84-88		
Cake, Cup 022222222	AP	xx				1234		123456	12345		0	4,780.00	A	REG	0.7228	%						
Cake, Cup 022222222	AP	xx				1234		123456	12345		0		A	WCR	1,892.00							
	AP																					
	AP																					

REASON FOR ADDITIONAL PAY (Check one)

- | | |
|---|---|
| <input type="checkbox"/> EMPLOYMENT FORM TOO LATE FOR TIME SHEET | <input type="checkbox"/> OVERTIME |
| <input type="checkbox"/> CHANGE IN STATUS TOO LATE FOR TIME SHEET | <input type="checkbox"/> ADJUSTMENT OF TIME |
| <input type="checkbox"/> INCORRECT INFORMATION ON TIME SHEET | <input type="checkbox"/> SEPARATION |
| <input type="checkbox"/> LATE SUBMISSION OF TIME BY EMPLOYEE | <input checked="" type="checkbox"/> OTHER (Explain) |
| <input type="checkbox"/> INTERCAMPUS TRANSFER | |

5 YRS SUBJECT TO CONTRACT
AND GRANT REQUIREMENTS

CERTIFICATION		
SIGNATURE	TEL EXT	DATE
ADDITIONAL AUTHORIZATION		
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE

OPTION B

SICK LEAVE & VACATION LEAVE

OPTION B

Use of Sick Leave & Vacation Leave to Supplement Wages and Workers' Compensation Payments

EXAMPLE 1

**SL Adequate
VL Adequate, but Not Needed
ESL Adequate, but Not Needed
No Return to Full or Reduced-Schedule Work**

SL hours are adequate to supplement wages and workers' compensation payments.

VL hours are not needed.

ESL hours are not needed, since REG Time on Pay Status exceeds 80% of regular time.

ESL weeks are not reduced, because ESL hours are not needed.

Employee did not return to full or reduced-schedule work in the pay period.

From Workers' Compensation Leave Bank calculator or WC Payment Conversion Sheet:

Hours Paid by Workers' Compensation:	97 hours
Dollars by which to reduce pay:	\$ 1,892.00

10-01 Employee worked 8 hours.

10-02 Employee worked 1 hour, was injured, and went off work.

10-06 Holiday credited because employee is on regular pay status (Leave with Pay):
1. Received supplemental SL.

10-31 Accruals credited because VL not exhausted before end of pay period.

EXAMPLE 1 OPTION B

OPTION B CALCULATION SHEET
(SICK LEAVE & VACATION LEAVE)

- 1. SL balance (or "X" from prior sheet): 80 hours (A)
- 2. VL balance (or "Y" from prior sheet): 100 hours (B)
- 3. ESL balance (26 weeks or "Z" from prior sheet): 26 weeks (C)
- 4. Total weeks in period: 4 3/5 weeks (D)
- 5. Total hours in period: 184 hours (E)
- 6. Hours worked in period: 10 hours (a)
- 7. Holiday hours in period: 8 hours (b) see holiday rules
- 8. Hours paid by Workers' Compensation: 97 hours (c) see footnote *
- 9. Total hours covered (a + b + c) = 115 hours (F)
- 10. SL hours needed (E - F) = 69 hours (G)
- 11. If (G) < (A), SL is adequate:

REG Time on Pay Status (F + G)/E = 1.0000 REG Time (H)
 ESL Time on Pay Status = zero ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ 1,892 WCR * (J)

Reduced SL balance (A - G) = 11 hours (K)
 Reduced VL balance (B - zero) = 100 hours (L)
 Reduced ESL balance (C - zero) = 26 weeks (M)

Go to Step 26 to credit new accruals.

- 12. If (G) > (A), SL is not adequate. VL needed.
- 13. VL hours needed (G - A): _____ hours (N)
- 14. If (N) < (B), VL is adequate:

REG Time on Pay Status (F + A + N)/E = 1.0000 REG Time (H)
 ESL Time on Pay Status = zero ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - N) = _____ hours (L)
 Reduced ESL balance (C - zero) = (C) weeks (M)

Go to Step 26 to credit new accruals.

- 15. If (N) > (B), VL is not adequate. Test if ESL weeks needed.
- 16. ESL threshold (.80 * E) = _____ hours (O)
- 17. ESL hours needed (O - F - A - B) = _____ hours (P)
- 18. If (P) < Zero, ESL weeks not needed:

EXAMPLE 1 OPTION B

REG Time on Pay Status (F + A + B)/E = _____ REG Time (H)
 ESL Time on Pay Status = _____ zero ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = _____ zero hours (K)
 Reduced VL balance (B - B) = _____ zero hours (L)
 Reduced ESL balance (C - zero) = _____ (C) weeks (M)

Go to Step 26 to credit new accruals.

19. If (P) > Zero, ESL weeks are needed. Test if ESL balance is adequate.

20. Test ESL balance adequacy (C - D) = _____ weeks (Q)

21. If (Q) > Zero, ESL balance is adequate:

REG Time on Pay Status (F + A + B)/E = _____ REG Time (H)
 ESL Time on Pay Status P/E = _____ ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = _____ zero hours (K)
 Reduced VL balance (B - B) = _____ zero hours (L)
 Reduced ESL balance (C - D) = _____ weeks (M)

Go to Step 26 to credit new accruals.

22. If (Q) < Zero, ESL balance is not adequate to supplement entire period.

23. REG hours in entire period (F + A + B) = _____ hours (R)

24. Percent of period on ESL (C/D) = _____ (S)

25. ESL hours in ESL period (S)*(P) = _____ hours (T)

REG Time on Pay Status R/E = _____ REG Time (H)
 ESL Time on Pay Status T/E = _____ ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = _____ zero hours (K)
 Reduced VL balance (B - B) = _____ zero hours (L)
 Reduced ESL balance (C - C) = _____ zero weeks (M)

Go to Step 26 to credit new accruals.

26. **New SL & VL accruals:**

If (L) > Zero, OR employee has returned to full or reduced schedule work, credit new SL & VL accruals:

Reduced SL balance (K): 11 hours (K)
 New SL accrual: 8 hours (U)
 New SL Balance (U + T) = 19 hours (X)

Reduced VL balance (L): 100 hours (L)
 New VL accrual 10 hours (V)
 New VL Balance (L + V) = 110 hours (Y)

New ESL Balance (M + zero): 26 weeks (Z)

If (L) = Zero, and employee has not returned to full or reduced schedule work, do not credit new SL & VL accruals:

EXAMPLE 1 OPTION B

New SL Balance (K + zero) = (K) hours (X)

New VL Balance (L + zero) = (L) hours (Y)

New ESL Balance (M + zero) = (M) weeks (Z)

27. When (Z) = Zero, ESL is exhausted.

If claimant has not returned to full or reduced-schedule work:

1. Place employee on Leave of Absence without Pay (LWOP).
2. Refer employee to HR B&FP to apply for Supplemental Disability.
3. Refer employee to Payroll to arrange to pay Dental & Optical premiums.
4. Contact HR B&FP and request OP Contingency Fund pay Medical plan premiums.

* From [WC Leave Bank calculator](#).

<http://ucsfhr.ucsf.edu/dismgmt/workcomp/payroll/calculators/wcpayments/>

EXAMPLE 1

OPTION B

PAY PERIOD ENDING (12-17) (MM/DD/YY) 10/31/03
PAY CYCLE TYPE (18) B M

M = PAID MONTHLY
B = PAID BI-WEEKLY

CIRCLE ONE

UCSF PAYROLL/PERSONNEL
**ADDITIONAL PAY TIME REPORTING
WORKSHEET**

UPAY 644C-2 (R6/98)
33810 / 71455-261

DEPARTMENT

EMPLOYEE NAME EMPLOYEE ID I-9	TR CODE 10-11	ACCT. DIST. NO. 19-20	E R C 90	T Y P 91	D U C 92	TITLE CODE 22-25	L O C 26	DPA 27-32	FUND 37-41	PROGRAM 42-47	S U B 48	RATE/ AMOUNT 56-62	A/ H 63	REGULAR TIME			OVERTIME OR LEAVE TIME				W S P 89
														DESC. SERV. 64-66	TOTAL REGULAR TIME ON PAY STATUS 67-71	H/ % 72	DESC. SERV. 73-75	TIME IN HOURS 76-80	DESC. 81-83	TIME IN HOURS 84-88	
Cake, Cup 022222222	AP	xx				1234		123456	12345		1	4,780.00	A	REG	1.0000	%					
Cake, Cup 022222222	AP	xx				1234		123456	12345		1		A	WCR	1,892.00						
	AP																				
	AP																				

REASON FOR ADDITIONAL PAY (Check one)

- | | |
|---|---|
| <input type="checkbox"/> EMPLOYMENT FORM TOO LATE FOR TIME SHEET | <input type="checkbox"/> OVERTIME |
| <input type="checkbox"/> CHANGE IN STATUS TOO LATE FOR TIME SHEET | <input type="checkbox"/> ADJUSTMENT OF TIME |
| <input type="checkbox"/> INCORRECT INFORMATION ON TIME SHEET | <input type="checkbox"/> SEPARATION |
| <input type="checkbox"/> LATE SUBMISSION OF TIME BY EMPLOYEE | <input checked="" type="checkbox"/> OTHER (Explain) |
| <input type="checkbox"/> INTERCAMPUS TRANSFER | |

5 YRS SUBJECT TO CONTRACT
AND GRANT REQUIREMENTS

CERTIFICATION		
SIGNATURE	TEL EXT	DATE
ADDITIONAL AUTHORIZATION		
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE

UNIVERSITY OF CALIFORNIA
SAN FRANCISCO
TIME RECORD

PREMIUM OVERTIME STATUS
 ELIGIBLE NOT ELIGIBLE

RECONCILED TIME RECORD
NAME **EXAMPLE 1**
OPTION B
PERIOD COVERED October 2003

WORK WEEK: STD. OTHER _____

WORK SCHEDULE: STD. OTHER _____

DAY OF MO.	FUND SOURCE			HOURS	EXCEPTIONS							EXCEPTIONS CODE	
					HOLIDAY LEAVE	VACATION LEAVE	SICK LEAVE	OTHER LEAVE (NOTE TYPE)	COMP. TIME OFF	OVER-TIME WORKED	LEAVE WITHOUT PAY		
1				8									
2				2				6	WC				
3								8	WC				
4													
5													
6					8								
7								8	WC				
8								8	WC				
9								8	WC				
10								8	WC				
11													
12													
13								8	WC				
14								8	WC				
15								8	WC				
16								8	WC				
17								8	WC				
18													
19													
20								8	WC				
21								5	3	WC			
22								8					
23								8					
24								8					
25													
26													
27								8					
28								8					
29								8					
30								8					
31								8					
TOTALS				10	8			69	97.00 REG 0.00 ESL				

- EXCEPTIONS CODE**
- C - Comp. time off
 - H - Holiday
 - L - Leave without pay
 - O - Overtime
 - S - Sick Leave
 - V - Vacation
 - OL - Other Leave (note type)

SUMMARY
DEPARTMENTAL USE

ESL Balance: 26 weeks
 Work Hours in Pay Period = 184 hrs.
 ESL Threshold = 80% * 184 hrs = 147.20 hrs.
 ESL Option: B (SL & VL to supplement WC)
 Hourly Wage = \$27.48 per hour
 WC Leave bank = 97 hours (Calculator)

Hours Worked	10.00
Holiday Hours	8.00
WC Leave Hours	97.00
SL Hours	69.00
VL Hours	0.00
184.00 ESL not needed.	

ESL hours not needed (147.20 - 184 < Zero)
 ESL hours in ESL period: 0
 New ESL Balance = 26 - 0 = 26 weeks
 REG Time on Pay Status = 184/184 = 1.0000
 ESL Time on Pay Status = Not Applicable
 WC Pay Reduction = \$1,892.00 (Calculator)
 Accruals credited because SL adequate.

PREV. BALANCE	EARN	USAGE	NEW BALANCE	
CT				
VL				
	100	10	0	110
SL				
	80	8	69	19

SUMMARY TOTALS

REG. TIME	PAID LEAVE	REG. O.T.	PREM. O.T.	COMP. TIME USED
10.00	174.00			

I CERTIFY THE ABOVE TIME IS CORRECT

APPROVAL(S)

EMPLOYEE SIGNATURE
71455-142 (REV. 6/03 HR DMS)

(TITLE)

(TITLE)

(TITLE)

(INSTRUCTIONS ON REVERSE SIDE)

OPTION B

Use of Sick Leave & Vacation Leave to Supplement Wages and Workers' Compensation Payments

EXAMPLE 2

SL Not Adequate VL Adequate ESL Adequate, but Not Needed No Return to Full or Reduced-Schedule Work

SL hours are not adequate to supplement wages and workers' compensation payments.
VL hours are adequate after SL hours are exhausted.
ESL hours are not needed, since REG Time on Pay Status exceeds 80% of regular time.
ESL weeks are not reduced, because ESL hours are not needed.
Employee did not return to full or reduced-schedule work in the pay period.

From Workers' Compensation Leave Bank calculator or WC Payment Conversion Sheet:

Hours Paid by Workers' Compensation:	97 hours
Dollars by which to reduce pay:	\$ 1,892.00

10-01 Employee worked 8 hours.

10-02 Employee worked 1 hour, was injured, and went off work.

10-06 Holiday credited because employee is on regular pay status (Leave with Pay):

1. Received supplemental SL, and
2. Received supplemental VL.

10-31 Accruals credited because VL not exhausted before end of pay period.

EXAMPLE 2 OPTION B

OPTION B CALCULATION SHEET
(SICK LEAVE & VACATION LEAVE)

- 1. SL balance (or "X" from prior sheet): 40 hours (A)
- 2. VL balance (or "Y" from prior sheet): 100 hours (B)
- 3. ESL balance (26 weeks or "Z" from prior sheet): 26 weeks (C)
- 4. Total weeks in period: 4 3/5 weeks (D)
- 5. Total hours in period: 184 hours (E)
- 6. Hours worked in period: 10 hours (a)
- 7. Holiday hours in period: 8 hours (b) see holiday rules
- 8. Hours paid by Workers' Compensation: 97 hours (c) see footnote *
- 9. Total hours covered (a + b + c) = 115 hours (F)
- 10. SL hours needed (E - F) = 69 hours (G)
- 11. If (G) < (A), SL is adequate:

$$\begin{array}{l}
 \text{REG Time on Pay Status (F + G)/E} = 1.0000 \text{ REG Time (H)} \\
 \text{ESL Time on Pay Status} = \text{zero} \text{ ESL Time (I)} \\
 \text{WC Pay Reduction (use DOS code "WCR")} \quad \$ \text{_____} \text{ WCR * (J)} \\
 \\
 \text{Reduced SL balance (A - G)} = \text{_____} \text{ hours (K)} \\
 \text{Reduced VL balance (B - zero)} = \text{(B) hours (L)} \\
 \text{Reduced ESL balance (C - zero)} = \text{(C) weeks (M)}
 \end{array}$$

Go to Step 26 to credit new accruals.

- 12. If (G) > (A), SL is not adequate. VL needed.
- 13. VL hours needed (G - A): 29 hours (N)
- 14. If (N) < (B), VL is adequate:

$$\begin{array}{l}
 \text{REG Time on Pay Status (F + A + N)/E} = 1.0000 \text{ REG Time (H)} \\
 \text{ESL Time on Pay Status} = \text{zero} \text{ ESL Time (I)} \\
 \text{WC Pay Reduction (use DOS code "WCR")} \quad \$ 1,892 \text{ WCR * (J)} \\
 \\
 \text{Reduced SL balance (A - A)} = \text{zero} \text{ hours (K)} \\
 \text{Reduced VL balance (B - N)} = 71 \text{ hours (L)} \\
 \text{Reduced ESL balance (C - zero)} = 26 \text{ weeks (M)}
 \end{array}$$

Go to Step 26 to credit new accruals.

- 15. If (N) > (B), VL is not adequate. Test if ESL weeks needed.
- 16. ESL threshold (.80 * E) = _____ hours (O)
- 17. ESL hours needed (O - F - A - B) = _____ hours (P)
- 18. If (P) < Zero, ESL weeks not needed:

EXAMPLE 2 OPTION B

REG Time on Pay Status (F + A + B)/E = _____ REG Time (H)
 ESL Time on Pay Status = zero ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - B) = zero hours (L)
 Reduced ESL balance (C - zero) = (C) weeks (M)

Go to Step 26 to credit new accruals.

19. If (P) > Zero, ESL weeks are needed. Test if ESL balance is adequate.

20. Test ESL balance adequacy (C - D) = _____ weeks (Q)

21. If (Q) > Zero, ESL balance is adequate:

REG Time on Pay Status (F + A + B)/E = _____ REG Time (H)
 ESL Time on Pay Status P/E = _____ ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - B) = zero hours (L)
 Reduced ESL balance (C - D) = _____ weeks (M)

Go to Step 26 to credit new accruals.

22. If (Q) < Zero, ESL balance is not adequate to supplement entire period.

23. REG hours in entire period (F + A + B) = _____ hours (R)

24. Percent of period on ESL (C/D) = _____ (S)

25. ESL hours in ESL period (S)*(P) = _____ hours (T)

REG Time on Pay Status R/E = _____ REG Time (H)
 ESL Time on Pay Status T/E = _____ ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - B) = zero hours (L)
 Reduced ESL balance (C - C) = zero weeks (M)

Go to Step 26 to credit new accruals.

26. **New SL & VL accruals:**

If (L) > Zero, OR employee has returned to full or reduced schedule work, credit new SL & VL accruals:

Reduced SL balance (K): 0 hours (K)
 New SL accrual: 8 hours (U)
 New SL Balance (U + T) = 8 hours (X)

Reduced VL balance (L): 71 hours (L)
 New VL accrual: 10 hours (V)
 New VL Balance (L + V) = 81 hours (Y)

New ESL Balance (M + zero): 26 weeks (Z)

If (L) = Zero, and employee has not returned to full or reduced schedule work, do not credit new SL & VL accruals:

EXAMPLE 2 OPTION B

New SL Balance (K + zero) = (K) hours (X)

New VL Balance (L + zero) = (L) hours (Y)

New ESL Balance (M + zero) = (M) weeks (Z)

27. When (Z) = Zero, ESL is exhausted.

If claimant has not returned to full or reduced-schedule work:

1. Place employee on Leave of Absence without Pay (LWOP).
2. Refer employee to HR B&FP to apply for Supplemental Disability.
3. Refer employee to Payroll to arrange to pay Dental & Optical premiums.
4. Contact HR B&FP and request OP Contingency Fund pay Medical plan premiums.

* From [WC Leave Bank calculator](#).

<http://ucsfhr.ucsf.edu/dismgmt/workcomp/payroll/calculators/wcpayments/>

EXAMPLE 2

OPTION B

**UCSF PAYROLL/PERSONNEL
ADDITIONAL PAY TIME REPORTING
WORKSHEET**

UPAY 644C-2 (R6/98)
33810 / 71455-261

PAY PERIOD ENDING (12-17) (MM/DD/YY) 10/31/03
PAY CYCLE TYPE (18) B M

M = PAID MONTHLY
B = PAID BI-WEEKLY

CIRCLE ONE

DEPARTMENT

EMPLOYEE NAME EMPLOYEE ID I-9	TR CODE 10-11	ACCT. DIST. NO. 19-20	E R C 90	T Y P 91	D U C 92	TITLE CODE 22-25	L O C 26	DPA 27-32	FUND 37-41	PROGRAM 42-47	S U B 48	RATE/ AMOUNT 56-62	A/ H 63	REGULAR TIME			OVERTIME OR LEAVE TIME				W S P 89	
														DESC. SERV. 64-66	TOTAL REGULAR TIME ON PAY STATUS 67-71	H/ % 72	DESC. SERV. 73-75	TIME IN HOURS 76-80	DESC. 81-83	TIME IN HOURS 84-88		
Cake, Cup 022222222	AP	xx				1234		123456	12345		1	4,780.00	A	REG	1.0000	%						
Cake, Cup 022222222	AP	xx				1234		123456	12345		1		A	WCR	1,892.00							
	AP																					
	AP																					

REASON FOR ADDITIONAL PAY (Check one)

- | | |
|---|---|
| <input type="checkbox"/> EMPLOYMENT FORM TOO LATE FOR TIME SHEET | <input type="checkbox"/> OVERTIME |
| <input type="checkbox"/> CHANGE IN STATUS TOO LATE FOR TIME SHEET | <input type="checkbox"/> ADJUSTMENT OF TIME |
| <input type="checkbox"/> INCORRECT INFORMATION ON TIME SHEET | <input type="checkbox"/> SEPARATION |
| <input type="checkbox"/> LATE SUBMISSION OF TIME BY EMPLOYEE | <input checked="" type="checkbox"/> OTHER (Explain) |
| <input type="checkbox"/> INTERCAMPUS TRANSFER | |

5 YRS SUBJECT TO CONTRACT
AND GRANT REQUIREMENTS

CERTIFICATION		
SIGNATURE	TEL EXT	DATE
ADDITIONAL AUTHORIZATION		
SIGNATURE	DATE	
SIGNATURE	DATE	
SIGNATURE	DATE	
SIGNATURE	DATE	

OPTION B

Use of Sick Leave & Vacation Leave to Supplement Wages and Workers' Compensation Payments

EXAMPLE 3

**SL Not Adequate
VL Not Adequate
ESL Adequate, but Not Needed
No Return to Full or Reduced-Schedule Work**

SL hours are not adequate to supplement wages and workers' compensation payments.

VL hours are not adequate after SL hours are exhausted.

ESL hours are not needed, since REG Time on Pay Status exceeds 80% of regular time.

ESL weeks are not reduced, because ESL hours are not needed.

Employee did not return to full or reduced-schedule work in the pay period.

From Workers' Compensation Leave Bank calculator or WC Payment Conversion Sheet:

Hours Paid by Workers' Compensation:	97 hours
Dollars by which to reduce pay:	\$ 1,892.00

10-01 Employee worked 8 hours.

10-02 Employee worked 1 hour, was injured, and went off work.

10-06 Holiday credited because employee is on regular pay status (Leave with Pay):

1. Received supplemental SL, and
2. Received supplemental VL, and
3. ESL has not yet been used.

10-31 Accruals not credited because:

1. VL exhausted before end of pay period, and
2. Employee has not returned to full or reduced-schedule work.

Accruals will be credited upon return to full or reduced-schedule work.

EXAMPLE 3 OPTION B

OPTION B CALCULATION SHEET
(SICK LEAVE & VACATION LEAVE)

- 1. SL balance (or "X" from prior sheet): 24 hours (A)
- 2. VL balance (or "Y" from prior sheet): 40 hours (B)
- 3. ESL balance (26 weeks or "Z" from prior sheet): 26 weeks (C)
- 4. Total weeks in period: 4 3/5 weeks (D)
- 5. Total hours in period: 184 hours (E)
- 6. Hours worked in period: 10 hours (a)
- 7. Holiday hours in period: 8 hours (b) see holiday rules
- 8. Hours paid by Workers' Compensation: 97 hours (c) see footnote *
- 9. Total hours covered (a + b + c) = 115 hours (F)
- 10. SL hours needed (E - F) = 69 hours (G)
- 11. If (G) < (A), SL is adequate:

REG Time on Pay Status (F + G)/E =		1.0000		REG Time (H)
ESL Time on Pay Status =		zero		ESL Time (I)
WC Pay Reduction (use DOS code "WCR")	\$ _____			WCR * (J)
Reduced SL balance (A - G) =	_____			hours (K)
Reduced VL balance (B - zero) =				(B) hours (L)
Reduced ESL balance (C - zero) =				(C) weeks (M)

Go to Step 26 to credit new accruals.

- 12. **If (G) > (A), SL is not adequate. VL needed.**
- 13. VL hours needed (G - A): 45 hours (N)
- 14. If (N) < (B), VL is adequate:

REG Time on Pay Status (F + A + N)/E =		1.0000		REG Time (H)
ESL Time on Pay Status =		zero		ESL Time (I)
WC Pay Reduction (use DOS code "WCR")	\$ _____			WCR * (J)
Reduced SL balance (A - A) =				zero hours (K)
Reduced VL balance (B - N) =	_____			hours (L)
Reduced ESL balance (C - zero) =				(C) weeks (M)

Go to Step 26 to credit new accruals.

- 15. **If (N) > (B), VL is not adequate. Test if ESL weeks needed.**
- 16. ESL threshold (.80 * E) = 147.20 hours (O)
- 17. ESL hours needed (O - F - A - B) = - 31.80 hours (P)
- 18. **If (P) < Zero, ESL weeks not needed:**

EXAMPLE 3 OPTION B

REG Time on Pay Status (F + A + B)/E = .9728 REG Time (H)
 ESL Time on Pay Status = zero ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ 1,892 WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - B) = zero hours (L)
 Reduced ESL balance (C - zero) = 26 weeks (M)

Go to Step 26 to credit new accruals.

19. If (P) > Zero, ESL weeks are needed. Test if ESL balance is adequate.

20. Test ESL balance adequacy (C - D) = _____ weeks (Q)

21. If (Q) > Zero, ESL balance is adequate:

REG Time on Pay Status (F + A + B)/E = _____ REG Time (H)
 ESL Time on Pay Status P/E = _____ ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - B) = zero hours (L)
 Reduced ESL balance (C - D) = _____ weeks (M)

Go to Step 26 to credit new accruals.

22. If (Q) < Zero, ESL balance is not adequate to supplement entire period.

23. REG hours in entire period (F + A + B) = _____ hours (R)

24. Percent of period on ESL (C/D) = _____ (S)

25. ESL hours in ESL period (S)*(P) = _____ hours (T)

REG Time on Pay Status R/E = _____ REG Time (H)
 ESL Time on Pay Status T/E = _____ ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - B) = zero hours (L)
 Reduced ESL balance (C - C) = zero weeks (M)

Go to Step 26 to credit new accruals.

26. **New SL & VL accruals:**

If (L) > Zero, OR employee has returned to full or reduced schedule work, credit new SL & VL accruals:

Reduced SL balance (K): _____ (K) hours (K)
 New SL accrual: _____ hours (U)
 New SL Balance (U + T) = _____ hours (X)

Reduced VL balance (L): _____ (L) hours (L)
 New VL accrual _____ hours (V)
 New VL Balance (L + V) = _____ hours (Y)

New ESL Balance (M + zero): _____ (M) weeks (Z)

If (L) = Zero, and employee has not returned to full or reduced schedule work, do not credit new SL & VL accruals:

EXAMPLE 3 OPTION B

New SL Balance (K + zero) = 0 hours (X)

New VL Balance (L + zero) = 0 hours (Y)

New ESL Balance (M + zero) = 26 weeks (Z)

27. When (Z) = Zero, ESL is exhausted.

If claimant has not returned to full or reduced-schedule work:

1. Place employee on Leave of Absence without Pay (LWOP).
2. Refer employee to HR B&FP to apply for Supplemental Disability.
3. Refer employee to Payroll to arrange to pay Dental & Optical premiums.
4. Contact HR B&FP and request OP Contingency Fund pay Medical plan premiums.

* From [WC Leave Bank calculator](#).

<http://ucsfhr.ucsf.edu/dismgmt/workcomp/payroll/calculators/wcpayments/>

EXAMPLE 3

OPTION B

PAY PERIOD ENDING (12-17) (MM/DD/YY) 10/31/03
PAY CYCLE TYPE (18) B M

M = PAID MONTHLY
B = PAID BI-WEEKLY

CIRCLE ONE

UCSF PAYROLL/PERSONNEL
ADDITIONAL PAY TIME REPORTING
WORKSHEET

UPAY 644C-2 (R6/98)
33810 / 71455-261

DEPARTMENT

EMPLOYEE NAME EMPLOYEE ID I-9	TR CODE 10-11	ACCT. DIST. NO. 19-20	E R C 90	T Y P 91	D U C 92	TITLE CODE 22-25	L O C 26	DPA 27-32	FUND 37-41	PROGRAM 42-47	S U B 48	RATE/ AMOUNT 56-62	A/ H 63	REGULAR TIME			OVERTIME OR LEAVE TIME				W S P 89
														DESC. SERV. 64-66	TOTAL REGULAR TIME ON PAY STATUS 67-71	H/ % 72	DESC. SERV. 73-75	TIME IN HOURS 76-80	DESC. 81-83	TIME IN HOURS 84-88	
Cake, Cup 022222222	AP	xx				1234		123456	12345		1	4,780.00	A	REG	0.9728	%					
Cake, Cup 022222222	AP	xx				1234		123456	12345		1		A	WCR	1,892.00						
	AP																				
	AP																				

REASON FOR ADDITIONAL PAY (Check one)

- | | |
|---|---|
| <input type="checkbox"/> EMPLOYMENT FORM TOO LATE FOR TIME SHEET | <input type="checkbox"/> OVERTIME |
| <input type="checkbox"/> CHANGE IN STATUS TOO LATE FOR TIME SHEET | <input type="checkbox"/> ADJUSTMENT OF TIME |
| <input type="checkbox"/> INCORRECT INFORMATION ON TIME SHEET | <input type="checkbox"/> SEPARATION |
| <input type="checkbox"/> LATE SUBMISSION OF TIME BY EMPLOYEE | <input checked="" type="checkbox"/> OTHER (Explain) |
| <input type="checkbox"/> INTERCAMPUS TRANSFER | |

5 YRS SUBJECT TO CONTRACT
AND GRANT REQUIREMENTS

CERTIFICATION		
SIGNATURE	TEL EXT	DATE
ADDITIONAL AUTHORIZATION		
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE

UNIVERSITY OF CALIFORNIA
SAN FRANCISCO
TIME RECORD

PREMIUM OVERTIME STATUS
 ELIGIBLE NOT ELIGIBLE

RECONCILED TIME RECORD
NAME **EXAMPLE 3**
OPTION B
PERIOD COVERED October 2003

WORK WEEK: STD. OTHER _____

WORK SCHEDULE: STD. OTHER _____

DAY OF MO.	FUND SOURCE			HOURS	EXCEPTIONS							EXCEPTIONS CODE	
					HOLIDAY LEAVE	VACATION LEAVE	SICK LEAVE	OTHER LEAVE (NOTE TYPE)	COMP. TIME OFF	OVER-TIME WORKED	LEAVE WITHOUT PAY		
1				8									
2				2				6	WC				
3								8	WC				
4													
5													
6					8								
7								8	WC				
8								8	WC				
9								8	WC				
10								8	WC				
11													
12													
13								8	WC				
14								8	WC				
15								8	WC				
16								8	WC				
17								8	WC				
18													
19													
20								8	WC				
21								5	3	WC			
22								8					
23								8					
24								8					
25													
26													
27								8					
28								5	3				
29								8					
30								8					
31								3					
TOTALS				10	8	24	40	97.00 REG 0.00 ESL					

- EXCEPTIONS CODE**
- C - Comp. time off
 - H - Holiday
 - L - Leave without pay
 - O - Overtime
 - S - Sick Leave
 - V - Vacation
 - OL - Other Leave (note type)

SUMMARY
DEPARTMENTAL USE

ESL Balance: 26 weeks
 Work Hours in Pay Period = 184 hrs.
 ESL Threshold = 80% * 184 hrs = 147.20 hrs.
 ESL Option: B (SL & VL to supplement WC)
 Hourly Wage = \$27.48 per hour
 WC Leave bank = 97 hours (Calculator)

Hours Worked	10.00
Holiday Hours	8.00
WC Leave Hours	97.00
SL Hours	69.00
VL Hours	0.00
184.00 ESL not needed.	

ESL hours not needed (147.20 - 184 < Zero)
 ESL hours in ESL period = 0
 New ESL Balance = 26 - 0 = 26 weeks
 REG Time on Pay Status = 179/184 = .9728
 ESL Time on Pay Status = Not Applicable
 WC Pay Reduction = \$1,892.00 (Calculator)
 Accruals not credited until Return to Work.

PREV. BALANCE	EARN	USAGE	NEW BALANCE
CT			
VL			
40	0	40	0
SL			
24	0	24	0

SUMMARY TOTALS

REG. TIME	PAID LEAVE	REG. O.T.	PREM. O.T.	COMP. TIME USED
10.00	169.00			

I CERTIFY THE ABOVE TIME IS CORRECT

APPROVAL(S)

EMPLOYEE SIGNATURE

(TITLE)

(TITLE)

(TITLE)

OPTION B

Use of Sick Leave & Vacation Leave to Supplement Wages and Workers' Compensation Payments

EXAMPLE 4

**SL Not Adequate
VL Not Adequate
ESL Adequate
No Return to Full or Reduced-Schedule Work**

SL hours are not adequate to supplement wages and workers' compensation payments.
VL hours are not adequate after SL hours are exhausted.
ESL hours are needed, since REG Time on Pay Status is less than 80% of regular time.
ESL weeks are adequate to cover entire pay period.
ESL weeks are reduced, because ESL hours are needed.
Employee did not return to full or reduced-schedule work in the pay period.

From Workers' Compensation Leave Bank calculator or WC Payment Conversion Sheet:

Hours Paid by Workers' Compensation:	97 hours
Dollars by which to reduce pay:	\$ 1,892.00

10-01 Employee worked 8 hours.

10-02 Employee worked 1 hour, was injured, and went off work.

10-06 Holiday credited because employee is on regular pay status (Leave with Pay):

1. Received supplemental SL,
2. Received supplemental VL, and
3. Received ESL.

10-31 Accruals not credited because:

1. VL exhausted before end of pay period, and
2. Employee has not returned to full or reduced-schedule work.

Accruals will be credited upon return to full or reduced-schedule work.

EXAMPLE 4 OPTION B

OPTION B CALCULATION SHEET
(SICK LEAVE & VACATION LEAVE)

- 1. SL balance (or "X" from prior sheet): 4 hours (A)
- 2. VL balance (or "Y" from prior sheet): 10 hours (B)
- 3. ESL balance (26 weeks or "Z" from prior sheet): 26 weeks (C)
- 4. Total weeks in period: 4 3/5 weeks (D)
- 5. Total hours in period: 184 hours (E)
- 6. Hours worked in period: 10 hours (a)
- 7. Holiday hours in period: 8 hours (b) see holiday rules
- 8. Hours paid by Workers' Compensation: 97 hours (c) see footnote *
- 9. Total hours covered (a + b + c) = 115 hours (F)
- 10. SL hours needed (E - F) = 69 hours (G)
- 11. If (G) < (A), SL is adequate:

REG Time on Pay Status (F + G)/E =		1.0000		REG Time (H)
ESL Time on Pay Status =		zero		ESL Time (I)
WC Pay Reduction (use DOS code "WCR")	\$ _____			WCR * (J)
Reduced SL balance (A - G) =	_____			hours (K)
Reduced VL balance (B - zero) =				(B) hours (L)
Reduced ESL balance (C - zero) =				(C) weeks (M)

Go to Step 26 to credit new accruals.

- 12. **If (G) > (A), SL is not adequate. VL needed.**
- 13. VL hours needed (G - A): 65 hours (N)
- 14. If (N) < (B), VL is adequate:

REG Time on Pay Status (F + A + N)/E =		1.0000		REG Time (H)
ESL Time on Pay Status =		zero		ESL Time (I)
WC Pay Reduction (use DOS code "WCR")	\$ _____			WCR * (J)
Reduced SL balance (A - A) =				zero hours (K)
Reduced VL balance (B - N) =	_____			hours (L)
Reduced ESL balance (C - zero) =				(C) weeks (M)

Go to Step 26 to credit new accruals.

- 15. **If (N) > (B), VL is not adequate. Test if ESL weeks needed.**
- 16. ESL threshold (.80 * E) = 147.20 hours (O)
- 17. ESL hours needed (O - F - A - B) = 18.20 hours (P)
- 18. If (P) < Zero, ESL weeks not needed:

EXAMPLE 4 OPTION B

REG Time on Pay Status (F + A + B)/E = _____ REG Time (H)
 ESL Time on Pay Status = zero ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - B) = zero hours (L)
 Reduced ESL balance (C - zero) = (C) weeks (M)

Go to Step 26 to credit new accruals.

19. If (P) > Zero, ESL weeks are needed. Test if ESL balance is adequate.

20. Test ESL balance adequacy (C - D) = 21 2/5 weeks (Q)

21. If (Q) > Zero, ESL balance is adequate:

REG Time on Pay Status (F + A + B)/E = .7011 REG Time (H)
 ESL Time on Pay Status P/E = .0989 ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ 1,892 WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - B) = zero hours (L)
 Reduced ESL balance (C - D) = 21 2/5 weeks (M)

Go to Step 26 to credit new accruals.

22. If (Q) < Zero, ESL balance is not adequate to supplement entire period.

23. REG hours in entire period (F + A + B) = _____ hours (R)

24. Percent of period on ESL (C/D) = _____ (S)

25. ESL hours in ESL period (S)*(P) = _____ hours (T)

REG Time on Pay Status R/E = _____ REG Time (H)
 ESL Time on Pay Status T/E = _____ ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - B) = zero hours (L)
 Reduced ESL balance (C - C) = zero weeks (M)

Go to Step 26 to credit new accruals.

26. New SL & VL accruals:

If (L) > Zero, OR employee has returned to full or reduced schedule work, credit new SL & VL accruals:

Reduced SL balance (K): (K) hours (K)
 New SL accrual: _____ hours (U)
 New SL Balance (U + T) = _____ hours (X)

Reduced VL balance (L): (L) hours (L)
 New VL accrual _____ hours (V)
 New VL Balance (L + V) = _____ hours (Y)

New ESL Balance (M + zero): (M) weeks (Z)

If (L) = Zero, and employee has not returned to full or reduced schedule work, do not credit new SL & VL accruals:

EXAMPLE 4 OPTION B

New SL Balance (K + zero) = 0 hours (X)
New VL Balance (L + zero) = 0 hours (Y)
New ESL Balance (M + zero) = 21 2/5 weeks (Z)

27. When (Z) = Zero, ESL is exhausted.

If claimant has not returned to full or reduced-schedule work:

1. Place employee on Leave of Absence without Pay (LWOP).
2. Refer employee to HR B&FP to apply for Supplemental Disability.
3. Refer employee to Payroll to arrange to pay Dental & Optical premiums.
4. Contact HR B&FP and request OP Contingency Fund pay Medical plan premiums.

* From [WC Leave Bank calculator](#).

<http://ucsfhr.ucsf.edu/dismgmt/workcomp/payroll/calculators/wcpayments/>

EXAMPLE 4

OPTION B

**UCSF PAYROLL/PERSONNEL
ADDITIONAL PAY TIME REPORTING
WORKSHEET**

UPAY 644C-2 (R6/98)
33810 / 71455-261

PAY PERIOD ENDING (12-17) (MM/DD/YY) 10/31/03
PAY CYCLE TYPE (18) B M

M = PAID MONTHLY
B = PAID BI-WEEKLY

CIRCLE ONE

DEPARTMENT

EMPLOYEE NAME EMPLOYEE ID I-9	TR CODE 10-11	ACCT. DIST. NO. 19-20	E R C 90	T Y P 91	D U C 92	TITLE CODE 22-25	L O C 26	DPA 27-32	FUND 37-41	PROGRAM 42-47	S U B 48	RATE/ AMOUNT 56-62	A/ H 63	REGULAR TIME			OVERTIME OR LEAVE TIME				W S P 89
														DESC. SERV. 64-66	TOTAL REGULAR TIME ON PAY STATUS 67-71	H/ % 72	DESC. SERV. 73-75	TIME IN HOURS 76-80	DESC. 81-83	TIME IN HOURS 84-88	
Cake, Cup 022222222	AP	xx				1234		123456	12345		1	4,780.00	A	REG	0.7011	%					
Cake, Cup 022222222	AP	xx				1234		123456	12345		1	4,780.00	A	ESL	0.0989	%					
Cake, Cup 022222222	AP	xx				1234		123456	12345		1		A	WCR	1,892.00						
	AP																				

REASON FOR ADDITIONAL PAY (Check one)

- | | |
|---|---|
| <input type="checkbox"/> EMPLOYMENT FORM TOO LATE FOR TIME SHEET | <input type="checkbox"/> OVERTIME |
| <input type="checkbox"/> CHANGE IN STATUS TOO LATE FOR TIME SHEET | <input type="checkbox"/> ADJUSTMENT OF TIME |
| <input type="checkbox"/> INCORRECT INFORMATION ON TIME SHEET | <input type="checkbox"/> SEPARATION |
| <input type="checkbox"/> LATE SUBMISSION OF TIME BY EMPLOYEE | <input checked="" type="checkbox"/> OTHER (Explain) |
| <input type="checkbox"/> INTERCAMPUS TRANSFER | |

5 YRS SUBJECT TO CONTRACT
AND GRANT REQUIREMENTS

CERTIFICATION		
SIGNATURE	TEL EXT	DATE
ADDITIONAL AUTHORIZATION		
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE

OPTION B

Use of Sick Leave & Vacation Leave to Supplement Wages and Workers' Compensation Payments

EXAMPLE 5

**SL Not Adequate
VL Not Adequate
ESL Not Adequate
No Return to Full or Reduced-Schedule Work**

SL hours are not adequate to supplement wages and workers' compensation payments.
VL hours are not adequate after SL hours are exhausted.
ESL hours are needed, since REG Time on Pay Status is less than 80% of regular time.
ESL weeks are not adequate to cover entire pay period, so ESL hours are prorated.
Employee did not return to full or reduced-schedule work in the pay period.

From Workers' Compensation Leave Bank calculator or WC Payment Conversion Sheet:

Hours Paid by Workers' Compensation:	97 hours
Dollars by which to reduce pay:	\$ 1,892.00

10-01 Employee worked 8 hours.

10-02 Employee worked 1 hour, was injured, and went off work.

10-06 Holiday credited because employee was on regular pay status (Leave with Pay):
1. Received supplemental SL, and
2. Received supplemental VL, and
3. Received ESL.

10-31 Accruals not credited because:

1. VL exhausted before end of pay period, and
2. Employee has not returned to full or reduced-schedule work.

Accruals will be credited upon Return to Full or Reduced-Schedule Work.

Because ESL weeks are not adequate to cover the entire pay period, and employee has not returned to full or reduced-schedule work:

1. Place employee on Leave of Absence without Pay (LWOP).
2. Refer employee to HR B&FP to apply for Supplemental Disability.
3. Refer employee to Payroll to arrange to pay Dental & Optical premiums.
4. Contact HR B&FP and request OP Contingency Fund pay Medical plan premiums.

EXAMPLE 5 OPTION B

OPTION B CALCULATION SHEET
(SICK LEAVE & VACATION LEAVE)

- 1. SL balance (or "X" from prior sheet): 4 hours (A)
- 2. VL balance (or "Y" from prior sheet): 10 hours (B)
- 3. ESL balance (26 weeks or "Z" from prior sheet): 3 3/5 weeks (C)
- 4. Total weeks in period: 4 3/5 weeks (D)
- 5. Total hours in period: 184 hours (E)
- 6. Hours worked in period: 10 hours (a)
- 7. Holiday hours in period: 8 hours (b) see holiday rules
- 8. Hours paid by Workers' Compensation: 97 hours (c) see footnote *
- 9. Total hours covered (a + b + c) = 115 hours (F)
- 10. SL hours needed (E - F) = 69 hours (G)
- 11. If (G) < (A), SL is adequate:

REG Time on Pay Status (F + G)/E =		1.0000		REG Time (H)
ESL Time on Pay Status =		zero		ESL Time (I)
WC Pay Reduction (use DOS code "WCR")	\$ _____			WCR * (J)
Reduced SL balance (A - G) =	_____			hours (K)
Reduced VL balance (B - zero) =				(B) hours (L)
Reduced ESL balance (C - zero) =				(C) weeks (M)

Go to Step 26 to credit new accruals.

- 12. **If (G) > (A), SL is not adequate. VL needed.**
- 13. VL hours needed (G - A): 65 hours (N)
- 14. If (N) < (B), VL is adequate:

REG Time on Pay Status (F + A + N)/E =		1.0000		REG Time (H)
ESL Time on Pay Status =		zero		ESL Time (I)
WC Pay Reduction (use DOS code "WCR")	\$ _____			WCR * (J)
Reduced SL balance (A - A) =				zero hours (K)
Reduced VL balance (B - N) =	_____			hours (L)
Reduced ESL balance (C - zero) =				(C) weeks (M)

Go to Step 26 to credit new accruals.

- 15. **If (N) > (B), VL is not adequate. Test if ESL weeks needed.**
- 16. ESL threshold (.80 * E) = 147.20 hours (O)
- 17. ESL hours needed (O - F - A - B) = 18.20 hours (P)
- 18. If (P) < Zero, ESL weeks not needed:

EXAMPLE 5 OPTION B

REG Time on Pay Status (F + A + B)/E = _____ REG Time (H)
 ESL Time on Pay Status = _____ zero ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = _____ zero hours (K)
 Reduced VL balance (B - B) = _____ zero hours (L)
 Reduced ESL balance (C - zero) = _____ (C) weeks (M)

Go to Step 26 to credit new accruals.

19. If (P) > Zero, ESL weeks are needed. Test if ESL balance is adequate.

20. Test ESL balance adequacy (C - D) = _____ - 1 weeks (Q)

21. If (Q) > Zero, ESL balance is adequate:

REG Time on Pay Status (F + A + B)/E = _____ REG Time (H)
 ESL Time on Pay Status P/E = _____ ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = _____ zero hours (K)
 Reduced VL balance (B - B) = _____ zero hours (L)
 Reduced ESL balance (C - D) = _____ weeks (M)

Go to Step 26 to credit new accruals.

22. If (Q) < Zero, ESL balance is not adequate to supplement entire period.

23. REG hours in entire period (F + A + B) = _____ 129 hours (R)

24. Percent of period on ESL (C/D) = _____ .783 (S)

25. ESL hours in ESL period (S)*(P) = _____ 14.25 hours (T)

REG Time on Pay Status R/E = _____ .7011 REG Time (H)
 ESL Time on Pay Status T/E = _____ .0774 ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ 1,892 WCR * (J)

Reduced SL balance (A - A) = _____ zero hours (K)
 Reduced VL balance (B - B) = _____ zero hours (L)
 Reduced ESL balance (C - C) = _____ zero weeks (M)

Go to Step 26 to credit new accruals.

26. New SL & VL accruals:

If (L) > Zero, OR employee has returned to full or reduced schedule work,
 credit new SL & VL accruals:

Reduced SL balance (K): _____ (K) hours (K)
 New SL accrual: _____ hours (U)
 New SL Balance (U + T) = _____ hours (X)

Reduced VL balance (L): _____ (L) hours (L)
 New VL accrual _____ hours (V)
 New VL Balance (L + V) = _____ hours (Y)

New ESL Balance (M + zero): _____ (M) weeks (Z)

If (L) = Zero, and employee has not returned to full or reduced schedule work,
 do not credit new SL & VL accruals:

EXAMPLE 5 OPTION B

New SL Balance (K + zero) = 0 hours (X)

New VL Balance (L + zero) = 0 hours (Y)

New ESL Balance (M + zero) = 0 weeks (Z)

27. When (Z) = Zero, ESL is exhausted.

If claimant has not returned to full or reduced-schedule work:

1. Place employee on Leave of Absence without Pay (LWOP).
2. Refer employee to HR B&FP to apply for Supplemental Disability.
3. Refer employee to Payroll to arrange to pay Dental & Optical premiums.
4. Contact HR B&FP and request OP Contingency Fund pay Medical plan premiums.

* From [WC Leave Bank calculator](#).

<http://ucsfhr.ucsf.edu/dismgmt/workcomp/payroll/calculators/wcpayments/>

EXAMPLE 5

OPTION B

**UCSF PAYROLL/PERSONNEL
ADDITIONAL PAY TIME REPORTING
WORKSHEET**

UPAY 644C-2 (R6/98)
33810 / 71455-261

PAY PERIOD ENDING (12-17) (MM/DD/YY) 10/31/03
PAY CYCLE TYPE (18) B M CIRCLE ONE

M = PAID MONTHLY
B = PAID BI-WEEKLY

DEPARTMENT

EMPLOYEE NAME EMPLOYEE ID I-9	TR CODE 10-11	ACCT. DIST. NO. 19-20	E R C 90	T Y P 91	D U C 92	TITLE CODE 22-25	L O C 26	DPA 27-32	FUND 37-41	PROGRAM 42-47	S U B 48	RATE/ AMOUNT 56-62	A/ H 63	REGULAR TIME			OVERTIME OR LEAVE TIME				W S P 89	
														DESC. SERV. 64-66	TOTAL REGULAR TIME ON PAY STATUS 67-71	H/ % 72	DESC. SERV. 73-75	TIME IN HOURS 76-80	DESC. 81-83	TIME IN HOURS 84-88		
Cake, Cup 022222222	AP	xx				1234		123456	12345		1	4,780.00	A	REG	0.7011	%						
Cake, Cup 022222222	AP	xx				1234		123456	12345		1	4,780.00	A	ESL	0.0774	%						
Cake, Cup 022222222	AP	xx				1234		123456	12345		1		A	WCR	1,892.00							
	AP																					

REASON FOR ADDITIONAL PAY (Check one)

- | | |
|---|---|
| <input type="checkbox"/> EMPLOYMENT FORM TOO LATE FOR TIME SHEET | <input type="checkbox"/> OVERTIME |
| <input type="checkbox"/> CHANGE IN STATUS TOO LATE FOR TIME SHEET | <input type="checkbox"/> ADJUSTMENT OF TIME |
| <input type="checkbox"/> INCORRECT INFORMATION ON TIME SHEET | <input type="checkbox"/> SEPARATION |
| <input type="checkbox"/> LATE SUBMISSION OF TIME BY EMPLOYEE | <input checked="" type="checkbox"/> OTHER (Explain) |
| <input type="checkbox"/> INTERCAMPUS TRANSFER | |

5 YRS SUBJECT TO CONTRACT
AND GRANT REQUIREMENTS

CERTIFICATION		
SIGNATURE	TEL EXT	DATE
ADDITIONAL AUTHORIZATION		
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE

OPTION B

Use of Sick Leave & Vacation Leave to Supplement Wages and Workers' Compensation Payments

EXAMPLE 6

SL Not Adequate VL Not Adequate ESL Not Adequate Returned to Full or Reduced-Schedule Work

SL hours are not adequate to supplement wages and workers' compensation payments.
VL hours are not adequate after SL hours are exhausted.
ESL hours are needed, since REG Time on Pay Status is less than 80% of regular time.
ESL weeks are not adequate to cover entire pay period, so ESL hours are prorated.
Employee returned to reduced-schedule work in the pay period.

From Workers' Compensation Leave Bank calculator or WC Payment Conversion Sheet:

Hours Paid by Workers' Compensation:	97 hours
Dollars by which to reduce pay:	\$ 1,892.00

10-01 Employee worked 8 hours.

10-02 Employee worked 1 hour, was injured, and went off work.

10-06 Holiday credited because employee is on regular pay status (Leave with Pay):

1. Received supplemental SL, and
2. Received supplemental VL, and
3. Received ESL, and
4. Returned to reduce-schedule work in the pay period.

10-27 Employee returned to reduced-schedule work.

10-31 Accruals are credited because employee returned to reduced-schedule work.

Though ESL becomes exhausted, because the employee returned to reduced-schedule work in the pay period the employee is not placed on Leave of Absence without Pay (LWOP).

EXAMPLE 6 OPTION B

OPTION B CALCULATION SHEET
(SICK LEAVE & VACATION LEAVE)

- 1. SL balance (or "X" from prior sheet): 4 hours (A)
- 2. VL balance (or "Y" from prior sheet): 10 hours (B)
- 3. ESL balance (26 weeks or "Z" from prior sheet): 3 3/5 weeks (C)
- 4. Total weeks in period: 4 3/5 weeks (D)
- 5. Total hours in period: 184 hours (E)
- 6. Hours worked in period: 20 hours (a)
- 7. Holiday hours in period: 8 hours (b) see holiday rules
- 8. Hours paid by Workers' Compensation: 97 hours (c) see footnote *
- 9. Total hours covered (a + b + c) = 125 hours (F)
- 10. SL hours needed (E - F) = 59 hours (G)
- 11. If (G) < (A), SL is adequate:

REG Time on Pay Status (F + G)/E =		1.0000		REG Time (H)
ESL Time on Pay Status =		zero		ESL Time (I)
WC Pay Reduction (use DOS code "WCR")	\$ _____			WCR * (J)
Reduced SL balance (A - G) =	_____			hours (K)
Reduced VL balance (B - zero) =				(B) hours (L)
Reduced ESL balance (C - zero) =				(C) weeks (M)

Go to Step 26 to credit new accruals.

- 12. **If (G) > (A), SL is not adequate. VL needed.**
- 13. VL hours needed (G - A): 55 hours (N)
- 14. If (N) < (B), VL is adequate:

REG Time on Pay Status (F + A + N)/E =		1.0000		REG Time (H)
ESL Time on Pay Status =		zero		ESL Time (I)
WC Pay Reduction (use DOS code "WCR")	\$ _____			WCR * (J)
Reduced SL balance (A - A) =				zero hours (K)
Reduced VL balance (B - N) =	_____			hours (L)
Reduced ESL balance (C - zero) =				(C) weeks (M)

Go to Step 26 to credit new accruals.

- 15. **If (N) > (B), VL is not adequate. Test if ESL weeks needed.**
- 16. ESL threshold (.80 * E) = 147.20 hours (O)
- 17. ESL hours needed (O - F - A - B) = 8.20 hours (P)
- 18. If (P) < Zero, ESL weeks not needed:

EXAMPLE 6 OPTION B

REG Time on Pay Status (F + A + B)/E = _____ REG Time (H)
 ESL Time on Pay Status = zero ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - B) = zero hours (L)
 Reduced ESL balance (C - zero) = (C) weeks (M)

Go to Step 26 to credit new accruals.

19. If (P) > Zero, ESL weeks are needed. Test if ESL balance is adequate.

20. Test ESL balance adequacy (C - D) = - 1 weeks (Q)

21. If (Q) > Zero, ESL balance is adequate:

REG Time on Pay Status (F + A + B)/E = _____ REG Time (H)
 ESL Time on Pay Status P/E = _____ ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - B) = zero hours (L)
 Reduced ESL balance (C - D) = _____ weeks (M)

Go to Step 26 to credit new accruals.

22. If (Q) < Zero, ESL balance is not adequate to supplement entire period.

23. REG hours in entire period (F + A + B) = 139 hours (R)

24. Percent of period on ESL (C/D) = .783 (S)

25. ESL hours in ESL period (S)*(P) = 6.42 hours (T)

REG Time on Pay Status R/E = .7554 REG Time (H)
 ESL Time on Pay Status T/E = .0349 ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ 1,892 WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - B) = zero hours (L)
 Reduced ESL balance (C - C) = zero weeks (M)

Go to Step 26 to credit new accruals.

26. New SL & VL accruals:

If (L) > Zero, OR employee has returned to full or reduced schedule work, credit new SL & VL accruals:

Reduced SL balance (K): 0 hours (K)
 New SL accrual: 8 hours (U)
 New SL Balance (U + T) = 8 hours (X)

Reduced VL balance (L): 0 hours (L)
 New VL accrual 10 hours (V)
 New VL Balance (L + V) = 10 hours (Y)

New ESL Balance (M + zero): 0 weeks (Z)

If (L) = Zero, and employee has not returned to full or reduced schedule work, do not credit new SL & VL accruals:

EXAMPLE 6 OPTION B

New SL Balance (K + zero) = (K) hours (X)

New VL Balance (L + zero) = (L) hours (Y)

New ESL Balance (M + zero) = (M) weeks (Z)

27. When (Z) = Zero, ESL is exhausted.

If claimant has not returned to full or reduced-schedule work:

1. Place employee on Leave of Absence without Pay (LWOP).
2. Refer employee to HR B&FP to apply for Supplemental Disability.
3. Refer employee to Payroll to arrange to pay Dental & Optical premiums.
4. Contact HR B&FP and request OP Contingency Fund pay Medical plan premiums.

* From [WC Leave Bank calculator](#).

<http://ucsfhr.ucsf.edu/dismgmt/workcomp/payroll/calculators/wcpayments/>

EXAMPLE 6

OPTION B

**UCSF PAYROLL/PERSONNEL
ADDITIONAL PAY TIME REPORTING
WORKSHEET**

UPAY 644C-2 (R6/98)
33810 / 71455-261

PAY PERIOD ENDING (12-17) (MM/DD/YY) 10/31/03
PAY CYCLE TYPE (18) B M

M = PAID MONTHLY
B = PAID BI-WEEKLY

CIRCLE ONE

DEPARTMENT

EMPLOYEE NAME EMPLOYEE ID I-9	TR CODE 10-11	ACCT. DIST. NO. 19-20	E R C 90	T Y P 91	D U C 92	TITLE CODE 22-25	L O C 26	DPA 27-32	FUND 37-41	PROGRAM 42-47	S U B 48	RATE/ AMOUNT 56-62	A/ H 63	REGULAR TIME			OVERTIME OR LEAVE TIME				W S P 89
														DESC. SERV. 64-66	TOTAL REGULAR TIME ON PAY STATUS 67-71	H/ % 72	DESC. SERV. 73-75	TIME IN HOURS 76-80	DESC. 81-83	TIME IN HOURS 84-88	
Cake, Cup 022222222	AP	xx				1234		123456	12345		1	4,780.00	A	REG	0.7554	%					
Cake, Cup 022222222	AP	xx				1234		123456	12345		1	4,780.00	A	ESL	0.0349	%					
Cake, Cup 022222222	AP	xx				1234		123456	12345		1		A	WCR	1,892.00						
	AP																				

REASON FOR ADDITIONAL PAY (Check one)

- | | |
|---|---|
| <input type="checkbox"/> EMPLOYMENT FORM TOO LATE FOR TIME SHEET | <input type="checkbox"/> OVERTIME |
| <input type="checkbox"/> CHANGE IN STATUS TOO LATE FOR TIME SHEET | <input type="checkbox"/> ADJUSTMENT OF TIME |
| <input type="checkbox"/> INCORRECT INFORMATION ON TIME SHEET | <input type="checkbox"/> SEPARATION |
| <input type="checkbox"/> LATE SUBMISSION OF TIME BY EMPLOYEE | <input checked="" type="checkbox"/> OTHER (Explain) |
| <input type="checkbox"/> INTERCAMPUS TRANSFER | |

5 YRS SUBJECT TO CONTRACT
AND GRANT REQUIREMENTS

CERTIFICATION		
SIGNATURE	TEL EXT	DATE
ADDITIONAL AUTHORIZATION		
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE

OPTION B

Use of Sick Leave & Vacation Leave to Supplement Wages and Workers' Compensation Payments

EXAMPLE 7

SL Not Adequate VL Not Adequate ESL Exhausted Prior to Pay Period Returned to Full or Reduced-Schedule Work

SL hours are not adequate to supplement wages and workers' compensation payments.
VL hours are not adequate after SL hours are exhausted.
ESL hours are needed, since REG Time on Pay Status is less than 80% of regular time.
ESL was exhausted prior to the beginning of the pay period.
Employee returned to reduced-schedule work in the pay period.

From Workers' Compensation Leave Bank calculator or WC Payment Conversion Sheet:

Hours Paid by Workers' Compensation:	97 hours
Dollars by which to reduce pay:	\$ 1,892.00

10-01 Employee worked 8 hours.

10-02 Employee worked 1 hour, was injured, and went off work.

10-06 Holiday credited because employee is on regular pay status (Leave with Pay):

1. Received supplemental SL, and
2. Returned to reduced-schedule work in the pay period.

10-27 Employee returned to reduced-schedule work.

10-31 Accruals are credited because employee returned to reduced-schedule work.

Though ESL becomes exhausted, because the employee returned to reduced-schedule work in the pay period the employee is not placed on Leave of Absence without Pay (LWOP).

EXAMPLE 7 OPTION B

OPTION B CALCULATION SHEET
(SICK LEAVE & VACATION LEAVE)

- 1. SL balance (or "X" from prior sheet): 8 hours (A)
- 2. VL balance (or "Y" from prior sheet): 10 hours (B)
- 3. ESL balance (26 weeks or "Z" from prior sheet): 0 weeks (C)
- 4. Total weeks in period: 4 3/5 weeks (D)
- 5. Total hours in period: 184 hours (E)
- 6. Hours worked in period: 17 hours (a)
- 7. Holiday hours in period: 8 hours (b) see holiday rules
- 8. Hours paid by Workers' Compensation: 97 hours (c) see footnote *
- 9. Total hours covered (a + b + c) = 122 hours (F)
- 10. SL hours needed (E - F) = 62 hours (G)
- 11. If (G) < (A), SL is adequate:

REG Time on Pay Status (F + G)/E =		1.0000		REG Time (H)
ESL Time on Pay Status =		zero		ESL Time (I)
WC Pay Reduction (use DOS code "WCR")	\$ _____			WCR * (J)
Reduced SL balance (A - G) =	_____			hours (K)
Reduced VL balance (B - zero) =				(B) hours (L)
Reduced ESL balance (C - zero) =				(C) weeks (M)

Go to Step 26 to credit new accruals.

- 12. **If (G) > (A), SL is not adequate. VL needed.**
- 13. VL hours needed (G - A): 54 hours (N)
- 14. If (N) < (B), VL is adequate:

REG Time on Pay Status (F + A + N)/E =		1.0000		REG Time (H)
ESL Time on Pay Status =		zero		ESL Time (I)
WC Pay Reduction (use DOS code "WCR")	\$ _____			WCR * (J)
Reduced SL balance (A - A) =				zero hours (K)
Reduced VL balance (B - N) =	_____			hours (L)
Reduced ESL balance (C - zero) =				(C) weeks (M)

Go to Step 26 to credit new accruals.

- 15. **If (N) > (B), VL is not adequate. Test if ESL weeks needed.**
- 16. ESL threshold (.80 * E) = 147.20 hours (O)
- 17. ESL hours needed (O - F - A - B) = 7.20 hours (P)
- 18. If (P) < Zero, ESL weeks not needed:

EXAMPLE 7 OPTION B

REG Time on Pay Status (F + A + B)/E = _____ REG Time (H)
 ESL Time on Pay Status = zero ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - B) = zero hours (L)
 Reduced ESL balance (C - zero) = (C) weeks (M)

Go to Step 26 to credit new accruals.

19. If (P) > Zero, ESL weeks are needed. Test if ESL balance is adequate.

20. Test ESL balance adequacy (C - D) = - 4 3/5 weeks (Q)

21. If (Q) > Zero, ESL balance is adequate:

REG Time on Pay Status (F + A + B)/E = _____ REG Time (H)
 ESL Time on Pay Status P/E = _____ ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - B) = zero hours (L)
 Reduced ESL balance (C - D) = _____ weeks (M)

Go to Step 26 to credit new accruals.

22. If (Q) < Zero, ESL balance is not adequate to supplement entire period.

23. REG hours in entire period (F + A + B) = 140 hours (R)

24. Percent of period on ESL (C/D) = 0 (S)

25. ESL hours in ESL period (S)*(P) = 0 hours (T)

REG Time on Pay Status R/E = .7609 REG Time (H)
 ESL Time on Pay Status T/E = zero ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ 1,892 WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - B) = zero hours (L)
 Reduced ESL balance (C - C) = zero weeks (M)

Go to Step 26 to credit new accruals.

26. New SL & VL accruals:

If (L) > Zero, OR employee has returned to full or reduced schedule work, credit new SL & VL accruals:

Reduced SL balance (K): 0 hours (K)
 New SL accrual: 8 hours (U)
 New SL Balance (U + T) = 8 hours (X)

Reduced VL balance (L): 0 hours (L)
 New VL accrual 10 hours (V)
 New VL Balance (L + V) = 10 hours (Y)

New ESL Balance (M + zero): 0 weeks (Z)

If (L) = Zero, and employee has not returned to full or reduced schedule work, do not credit new SL & VL accruals:

EXAMPLE 7 OPTION B

New SL Balance (K + zero) = (K) hours (X)

New VL Balance (L + zero) = (L) hours (Y)

New ESL Balance (M + zero) = (M) weeks (Z)

27. When (Z) = Zero, ESL is exhausted.

If claimant has not returned to full or reduced-schedule work:

1. Place employee on Leave of Absence without Pay (LWOP).
2. Refer employee to HR B&FP to apply for Supplemental Disability.
3. Refer employee to Payroll to arrange to pay Dental & Optical premiums.
4. Contact HR B&FP and request OP Contingency Fund pay Medical plan premiums.

* From [WC Leave Bank calculator](#).

<http://ucsfhr.ucsf.edu/dismgmt/workcomp/payroll/calculators/wcpayments/>

EXAMPLE 7

OPTION B

**UCSF PAYROLL/PERSONNEL
ADDITIONAL PAY TIME REPORTING
WORKSHEET**

UPAY 644C-2 (R6/98)
33810 / 71455-261

PAY PERIOD ENDING (12-17) (MM/DD/YY) 10/31/03
PAY CYCLE TYPE (18) B M CIRCLE ONE

M = PAID MONTHLY
B = PAID BI-WEEKLY

DEPARTMENT

EMPLOYEE NAME EMPLOYEE ID I-9	TR CODE 10-11	ACCT. DIST. NO. 19-20	E R C 90	T Y P 91	D U C 92	TITLE CODE 22-25	L O C 26	DPA 27-32	FUND 37-41	PROGRAM 42-47	S U B 48	RATE/ AMOUNT 56-62	A/ H 63	REGULAR TIME			OVERTIME OR LEAVE TIME				W S P 89
														DESC. SERV. 64-66	TOTAL REGULAR TIME ON PAY STATUS 67-71	H/ % 72	DESC. SERV. 73-75	TIME IN HOURS 76-80	DESC. 81-83	TIME IN HOURS 84-88	
Cake, Cup 022222222	AP	xx				1234		123456	12345		1	4,780.00	A	REG	0.7609	%					
Cake, Cup 022222222	AP	xx				1234		123456	12345		1		A	WCR	1,892.00						
	AP																				
	AP																				

REASON FOR ADDITIONAL PAY (Check one)

- | | |
|---|---|
| <input type="checkbox"/> EMPLOYMENT FORM TOO LATE FOR TIME SHEET | <input type="checkbox"/> OVERTIME |
| <input type="checkbox"/> CHANGE IN STATUS TOO LATE FOR TIME SHEET | <input type="checkbox"/> ADJUSTMENT OF TIME |
| <input type="checkbox"/> INCORRECT INFORMATION ON TIME SHEET | <input type="checkbox"/> SEPARATION |
| <input type="checkbox"/> LATE SUBMISSION OF TIME BY EMPLOYEE | <input checked="" type="checkbox"/> OTHER (Explain) |
| <input type="checkbox"/> INTERCAMPUS TRANSFER | |

5 YRS SUBJECT TO CONTRACT
AND GRANT REQUIREMENTS

CERTIFICATION		
SIGNATURE	TEL EXT	DATE
ADDITIONAL AUTHORIZATION		
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE

CALCULATION SHEETS & FORMS

CALCULATION SHEETS

WC PAYMENT CONVERSION SHEET

This is a paper version of the [WC Leave Bank Calculator](#).

If you elect to use this sheet rather than the web calculator, see the example on Page 2, below.

Fill out a separate sheet for each WC payment that has compensation dates in the pay period.
Use only the compensation dates which occur in the pay period (trim date ranges so they fit in pay period).
Sum results (D) and (F) across all sheets.
Using the sums for (D) and (F), complete either the [Option A](#) or the [Option B](#) calculation sheet.

Hourly Wage: _____ dollars (WAGE)

I. WC LEAVE BANK (HOURS PAID BY WC)

1. From Date: _____ To Date: _____

2. Count all days starting with From Date and including To Date: _____ days (A)

3. Convert weekly Comp Rate to daily rate: _____ \div 7 = _____ dollars/day (B)

4. Payment Amount: (A) * (B) = _____ dollars (C)

5. Hours Paid by Workers' Compensation: (C) \div (WAGE) _____ hours (D)

II. WC PAY REDUCTION (DESC SRVC Code "WCR")

If Check Payee is "UC Regents", do not reduce employee pay: _____ Zero _____ dollars (F)

If Check Payee is "Claimant", reduce employee pay by: _____ (C) _____ dollars (F)

If Check Payee is any other, reduce employee pay by: _____ (C) _____ dollars (F)

III. Sum (D) and (F) across all sheets.

IV. Enter the sums from Step III on either the Option A or the Option B calculation sheet.

V. Process payment to the employee, and the WC Pay Reduction (using DESC SRVC Code "WCR").

EXAMPLE

WORKERS' COMPENSATION TEMPORARY DISABILITY (TD) PAYMENTS MADE FROM 10-01-03 THROUGH 10-31-03

	CHECK PAYEE	CHECK AMOUNT	COMP PERIOD FROM DATE	COMP PERIOD TO DATE	COMP PERIOD DAYS	COMP PERIOD COMP RATE	
WC Payment 1	UC Regents	1204.00	09/26/03	10/09/03	14	602.00	Overlaps prior pay period.
WC Payment 2	Claimant	1204.00	10/10/03	10/23/03	14	602.00	
WC Payment 3	Claimant	946.00	10/24/03	11/03/03	11	602.00	Overlaps next pay period.

Hourly Wage = \$27.47

WC Payment 1:

1. From 10/01/03 to 10/09/03 (From Date trimmed)
 2. 10/01/03 to 10/09/03 = 9 days (A)
 3. \$602.00 ÷ 7 = \$86.00 per day (B)
 4. \$86 * 9 = \$774.00 (C)
 5. HOURS PAID BY WC: \$774.00 ÷ \$27.48 = 28.17 hours (D)
- WC PAY REDUCTION: Zero (UC Regents paid) \$ 0.00 (F)

WC Payment 2:

1. From 10/10/03 to 10/23/03
 2. 10/10/03 to 10/23/03 = 14 days (A)
 3. \$602.00 ÷ 7 = \$86.00 per day (B)
 4. \$86 * 14 = \$1204.00 (C)
 5. HOURS PAID BY WC: \$1204.00 ÷ \$27.48 = 43.81 hours (D)
- WC PAY REDUCTION: \$ 1204.00 (F)

WC Payment 3:

1. From 10/24/03 to 10/31/03 (To Date trimmed)
 2. 10/24/03 to 10/31/03 = 8 days (A)
 3. \$602.00 ÷ 7 = \$86.00 per day (B)
 4. \$86 * 8 = \$688.00 (C)
 5. HOURS PAID BY WC: \$688.00 ÷ \$27.48 = 25.04 hours (D)
- WC PAY REDUCTION: \$ 688.00 (F)

TOTAL HOURS PAID BY WC	(use on Option A or Option B form):	97.02 hours	
TOTAL WC PAY REDUCTION	(use on Option A or Option B form):		\$ 1892.00

HOURS PAID BY WORK. COMP.		FROM	THRU	WEEKLY BENEFIT RATE	PAYEE
PAY CYCLE: Monthly	PAY PERIOD:	10/1/2003	thru 10/31/2003		
HOURLY WAGE: 27.48	WC Payment 1:	10/1/2003	thru 10/9/2003	@ 602	UC Regents
HELP Print Clear GO	WC Payment 2:	10/10/2003	thru 10/23/2003	@ 602	Employee
HOURS PAID = 97.02	WC Payment 3:	10/24/2003	thru 10/31/2003	@ 602	Employee
WCR Dollars = 1892	WC Payment 4:		thru	@	Choose

OPTION A CALCULATION SHEET

(SICK LEAVE ONLY)

- 1. SL balance (or "X" from prior sheet): _____ hours (A)
- 2. VL balance (or "Y" from prior sheet): _____ hours (B)
- 3. ESL balance (26 weeks or "Z" from prior sheet): _____ weeks (C)
- 4. Total weeks in period: _____ weeks (D)
- 5. Total hours in period: _____ hours (E)
- 6. Hours worked in period: _____ hours (a)
- 7. Holiday hours in period: _____ hours (b) see holiday rules
- 8. Hours paid by Workers' Compensation: _____ hours (c) see footnote *
- 9. Total hours covered (a + b + c) = _____ hours (F)
- 10. SL hours needed (E - F) = _____ hours (G)
- 11. If (G) < (A), SL is adequate:

REG Time on Pay Status (F + G)/E = _____ 1.0000 REG Time (H)
ESL Time on Pay Status = _____ zero ESL Time (I)
WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - G) = _____ hours (K)
Reduced VL balance (B - zero) = _____ (B) hours (L)
Reduced ESL balance (C - zero) = _____ (C) weeks (M)

Go to Step 23 to credit new accruals.

- 12. If (G) > (A), SL is not adequate. Test if ESL weeks needed.
- 13. ESL threshold (.80 * E) = _____ hours (N)
- 14. ESL hours needed (N - F - A) = _____ hours (O)
- 15. If (O) < Zero, ESL weeks not needed:

REG Time on Pay Status (F + A)/E = _____ REG Time (H)
ESL Time on Pay Status = _____ zero ESL Time (I)
WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = _____ zero hours (K)
Reduced VL balance (B - zero) = _____ (B) hours (L)
Reduced ESL balance (C - zero) = _____ (C) weeks (M)

Go to Step 23 to credit new accruals.

- 16. If (O) > Zero, ESL weeks are needed. Test if ESL balance is adequate.
- 17. Test ESL balance adequacy (C - D) = _____ weeks (P)
- 18. If (P) > Zero, ESL balance is adequate:

REG Time on Pay Status (F + A)/E = _____ REG Time (H)
 ESL Time on Pay Status O/E = _____ ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - zero) = (B) hours (L)
 Reduced ESL balance (C - D) = _____ weeks (M)

Go to Step 23 to credit new accruals.

19. If (P) < Zero, ESL balance is not adequate to supplement entire period.
20. REG hours in entire period (F + A) = _____ hours (Q)
21. Percent of period on ESL (C/D) = _____ (R)
22. ESL hours in ESL period (R)*(O) = _____ hours (S)

REG Time on Pay Status Q/E = _____ REG Time (H)
 ESL Time on Pay Status S/E = _____ ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
 Reduced VL balance (B - zero) = (B) hours (L)
 Reduced ESL balance (C - C) = zero weeks (M)

Go to Step 23 to credit new accruals.

23. New SL & VL accruals:

If (K) > Zero, OR employee has returned to full or reduced schedule work, credit new SL & VL accruals:

Reduced SL balance (K): (K) hours (K)
 New SL accrual: _____ hours (T)
 New SL Balance (K + T) = _____ hours (X)

Reduced VL balance (L): (L) hours (L)
 New VL accrual _____ hours (U)
 New VL Balance (L + U) = _____ hours (Y)

New ESL Balance (M + zero): (M) weeks (Z)

If (K) = Zero, and employee has not returned to full or reduced schedule work, do not credit new SL & VL accruals:

New SL Balance (K + zero) = (K) hours (X)
 New VL Balance (L + zero) = (L) hours (Y)
 New ESL Balance (M + zero) = (M) weeks (Z)

24. When (Z) = Zero, ESL is exhausted.

If claimant has not returned to full or reduced-schedule work:

1. Place employee on Leave of Absence without Pay (LWOP).
2. Refer employee to HR B&FP to apply for Supplemental Disability.
3. Refer employee to Payroll to arrange to pay Dental & Optical premiums.
4. Contact HR B&FP and request OP Contingency Fund pay Medical plan premiums.

* From [WC Leave Bank calculator](#).

<http://ucsfhr.ucsf.edu/dismgmt/workcomp/payroll/calculators/wcpayments/>

OPTION B CALCULATION SHEET

(SICK LEAVE & VACATION LEAVE)

1. SL balance (or "X" from prior sheet): _____ hours (A)
2. VL balance (or "Y" from prior sheet): _____ hours (B)
3. ESL balance (26 weeks or "Z" from prior sheet): _____ weeks (C)
4. Total weeks in period: _____ weeks (D)
5. Total hours in period: _____ hours (E)
6. Hours worked in period: _____ hours (a)
7. Holiday hours in period: _____ hours (b) see holiday rules
8. Hours paid by Workers' Compensation: _____ hours (c) see footnote *
9. Total hours covered (a + b + c) = _____ hours (F)
10. SL hours needed (E - F) = _____ hours (G)
11. If (G) < (A), SL is adequate:

REG Time on Pay Status (F + G)/E = 1.0000 REG Time (H)
ESL Time on Pay Status = zero ESL Time (I)
WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - G) = _____ hours (K)
Reduced VL balance (B - zero) = (B) hours (L)
Reduced ESL balance (C - zero) = (C) weeks (M)

Go to Step 26 to credit new accruals.

12. If (G) > (A), SL is not adequate. VL needed.
13. VL hours needed (G - A): _____ hours (N)
14. If (N) < (B), VL is adequate:

REG Time on Pay Status (F + A + N)/E = 1.0000 REG Time (H)
ESL Time on Pay Status = zero ESL Time (I)
WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = zero hours (K)
Reduced VL balance (B - N) = _____ hours (L)
Reduced ESL balance (C - zero) = (C) weeks (M)

Go to Step 26 to credit new accruals.

15. If (N) > (B), VL is not adequate. Test if ESL weeks needed.
16. ESL threshold (.80 * E) = _____ hours (O)
17. ESL hours needed (O - F - A - B) = _____ hours (P)
18. If (P) < Zero, ESL weeks not needed:

REG Time on Pay Status (F + A + B)/E = _____ REG Time (H)
 ESL Time on Pay Status = _____ zero ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = _____ zero hours (K)
 Reduced VL balance (B - B) = _____ zero hours (L)
 Reduced ESL balance (C - zero) = _____ (C) weeks (M)

Go to Step 26 to credit new accruals.

19. If (P) > Zero, ESL weeks are needed. Test if ESL balance is adequate.

20. Test ESL balance adequacy (C - D) = _____ weeks (Q)

21. If (Q) > Zero, ESL balance is adequate:

REG Time on Pay Status (F + A + B)/E = _____ REG Time (H)
 ESL Time on Pay Status P/E = _____ ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = _____ zero hours (K)
 Reduced VL balance (B - B) = _____ zero hours (L)
 Reduced ESL balance (C - D) = _____ weeks (M)

Go to Step 26 to credit new accruals.

22. If (Q) < Zero, ESL balance is not adequate to supplement entire period.

23. REG hours in entire period (F + A + B) = _____ hours (R)

24. Percent of period on ESL (C/D) = _____ (S)

25. ESL hours in ESL period (S)*(P) = _____ hours (T)

REG Time on Pay Status R/E = _____ REG Time (H)
 ESL Time on Pay Status T/E = _____ ESL Time (I)
 WC Pay Reduction (use DOS code "WCR") \$ _____ WCR * (J)

Reduced SL balance (A - A) = _____ zero hours (K)
 Reduced VL balance (B - B) = _____ zero hours (L)
 Reduced ESL balance (C - C) = _____ zero weeks (M)

Go to Step 26 to credit new accruals.

26. New SL & VL accruals:

If (L) > Zero, OR employee has returned to full or reduced schedule work,
 credit new SL & VL accruals:

Reduced SL balance (K): _____ (K) hours (K)
 New SL accrual: _____ hours (U)
 New SL Balance (U + T) = _____ hours (X)

Reduced VL balance (L): _____ (L) hours (L)
 New VL accrual _____ hours (V)
 New VL Balance (L + V) = _____ hours (Y)

New ESL Balance (M + zero): _____ (M) weeks (Z)

If (L) = Zero, and employee has not returned to full or reduced schedule work,
 do not credit new SL & VL accruals:

New SL Balance (K + zero) = (K) hours (X)

New VL Balance (L + zero) = (L) hours (Y)

New ESL Balance (M + zero) = (M) weeks (Z)

27. When (Z) = Zero, ESL is exhausted.

If claimant has not returned to full or reduced-schedule work:

1. Place employee on Leave of Absence without Pay (LWOP).
2. Refer employee to HR B&FP to apply for Supplemental Disability.
3. Refer employee to Payroll to arrange to pay Dental & Optical premiums.
4. Contact HR B&FP and request OP Contingency Fund pay Medical plan premiums.

* From [WC Leave Bank calculator](#).

<http://ucsfhr.ucsf.edu/dismgmt/workcomp/payroll/calculators/wcpayments/>

FORMS

SICK LEAVE/VACATION AUTHORIZATION FORM FOR EXTENDED SICK LEAVE BENEFIT

Date: _____

Employee Name: _____

Employee Dept: _____

In order to receive the University of California Extended Sick Leave benefit to which you may be entitled in addition to Workers' Compensation benefits you receive by law, you must check the appropriate box below and return this form to:

If we have not received the form within fourteen calendar days of the date above, we will report your time as if you had chosen Option A below, and we will use your sick leave to supplement your Workers' Compensation payments.

Before completing the authorization below, review the information on the reverse of this form. It outlines the different benefits, which apply to each option.

PLEASE CHECK ONE:

OPTION A – Use of Sick Leave Only

I hereby authorize use of all sick leave accruals to supplement the temporary disability payments I receive from Workers' Compensation, so that in total I will receive the amount of my regular UC pay for as long as I have accrued sick leave and will be eligible for additional University benefits.

OPTION B – Use of Sick Leave AND then Vacation Leave

I hereby authorize use of all sick leave and vacation leave accruals to supplement the temporary disability payments I receive from Workers' Compensation, so that in total I will receive the amount of my regular UC pay for as long as I have accrued sick leave and vacation leave and will be eligible for additional University benefits.

OPTION C – No Use of Sick Leave or Vacation Leave

I do *not* wish to use my sick leave, nor my vacation leave accruals, to supplement Workers' Compensation temporary disability payments. I request a Leave of Absence Without Pay during the period I am receiving Workers' Compensation temporary disability benefits. I understand that *I will not be eligible for the additional University benefits, including disability benefits under the University's Supplemental Disability Insurance Plan.*

Employee Signature _____ Date _____

The above options are in accordance with Personnel Policies for Staff Members 44 or applicable contract language.

Distribution:
White: Payroll Yellow: Department Pink: Employee

(Reverse side of Extended Sick Leave form)

INFORMATION ABOUT YOUR OPTIONS UNDER EXTENDED SICK LEAVE

OPTION A: Use of Sick Leave Only

You can use your sick leave to add to your Workers' Compensation benefits, so that your total income will continue at 100% of your regular UC pay.

If you are still receiving Workers' Compensation temporary disability payments when your sick leave is exhausted, you may qualify for Extended Sick Leave (ESL) benefits. Your department adds to your Workers' Compensation payments so that your total income is 80% of your regular UC pay. The ESL benefits can be paid for up to 26 weeks.

If you are still receiving Workers' Compensation temporary disability payments when your ESL benefits are exhausted *and* you were enrolled in the University of California Supplemental Disability Insurance Plan, Supplemental Disability benefits are payable for up to an additional 52 weeks. Supplemental Disability benefits add to your Workers' Compensation benefits so that your total income will be 70% of your regular earnings.

OPTION B: Use of Sick Leave, and then Vacation Leave

The benefits are like those described in Option A, but your total income stays at 100% for a longer period of time because after your sick leave is exhausted you use your vacation leave to add to the Workers' Compensation payments.

OPTION C: No Use of Sick Leave or Vacation Leave

If you elect Option C, you are entitled *only* to the Workers' Compensation benefits.

You must make arrangements through the Accounting Office to pay the full cost of your University Health Insurance premiums, if you wish to continue insurance coverage under those plans.

COMPARISON CHART OF POSSIBLE BENEFITS

	Use of Sick Leave	Use of Vacation Leave	Extended Sick Leave	Supplemental Disability	University Pays Health Insurance
A	YES	NO	YES	YES	YES
B	YES	YES	YES	YES	YES
C	NO	NO	NO	NO	NO

WEEKLY REPORT OF REDUCED-SCHEDULE WAGES

Report Date: _____

Employee Name: _____

Department Name: _____

Payroll Contact Name: _____

Payroll Contact Phone: _____

Hours Worked for the week of: _____
(Specify Date Range)

Report only Hours Worked.
 Do not include Sick, Vacation, or Holiday Leave.

DAY OF WEEK	DATE	HOURS WORKED (a)	HOURLY WAGE (b)	TOTAL WAGES (a)*(b)
MONDAY:				
TUESDAY:				
WEDNESDAY:				
THURSDAY:				
FRIDAY:				
SATURDAY:				
SUNDAY:				
TOTALS:				

Payroll Contact Signature:

Fax in advance, then send this report each week to:

Octagon Risk Services
 P.O. Box 2063
 Oakland, CA 94604

FAX: 510-433-5367
TEL: 510-433-5300

**UCSF PAYROLL/PERSONNEL
ADDITIONAL PAY TIME REPORTING
WORKSHEET**

UPAY 644C-2 (R6/98)
33810 / 71455-261

PAY PERIOD ENDING (12-17) (MM/DD/YY)
PAY CYCLE TYPE (18) B M CIRCLE ONE

M = PAID MONTHLY
B = PAID BI-WEEKLY

DEPARTMENT

EMPLOYEE NAME EMPLOYEE ID I-9	TR CODE 10-11	ACCT. DIST. NO. 19-20	E R C 90	T Y P 91	D U C 92	L O C 26	DPA 27-32	FUND 37-41	PROGRAM 42-47	S U B 48	RATE/ AMOUNT 56-62	A/ H 63	REGULAR TIME			OVERTIME OR LEAVE TIME				W S P 89	
													DESC. SERV. 64-66	TOTAL REGULAR TIME ON PAY STATUS 67-71	H/ % 72	DESC. SERV. 73-75	TIME IN HOURS 76-80	DESC. SERV. 81-83	TIME IN HOURS 84-88		
	AP																				
	AP																				
	AP																				
	AP																				
	AP																				
	AP																				

REASON FOR ADDITIONAL PAY (Check one)

- | | |
|---|---|
| <input type="checkbox"/> EMPLOYMENT FORM TOO LATE FOR TIME SHEET | <input type="checkbox"/> OVERTIME |
| <input type="checkbox"/> CHANGE IN STATUS TOO LATE FOR TIME SHEET | <input type="checkbox"/> ADJUSTMENT OF TIME |
| <input type="checkbox"/> INCORRECT INFORMATION ON TIME SHEET | <input type="checkbox"/> SEPARATION |
| <input type="checkbox"/> LATE SUBMISSION OF TIME BY EMPLOYEE | <input type="checkbox"/> OTHER (Explain) |
| <input type="checkbox"/> INTERCAMPUS TRANSFER | |

5 YRS SUBJECT TO CONTRACT
AND GRANT REQUIREMENTS

CERTIFICATION		
SIGNATURE	TEL EXT	DATE
ADDITIONAL AUTHORIZATION		
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE
SIGNATURE		DATE

**UCSF PAYROLL/PERSONNEL
TIME REPORTING ADJUSTMENT
WORKSHEET**

UPAY 644D-2A (R6/98)
46019 / 71455-291

DEPARTMENT

LATE PAY/LEAVE (to report prior period time)

EMPLOYEE NAME EMPLOYEE ID 1-9	TR CODE 10-11	PAY PERIOD END DATE 12-17	PAY CYCLE TYPE 18	ACCT DIST NO 19-20	E R C 90	T Y P 91	D U C 92	TITLE CODE 22-25	L O C 26	DPA 27-32	FUND 37-41	PROGRAM CODE 42-47	S U B 48	RATE/ AMOUNT 56-62	A/ H 63	REGULAR TIME			OVERTIME OR LEAVE TIME				W S P 89		
																DESC SERV 64-66	TOTAL REGULAR TIME ON PAY STATUS 67-71	H % 72	DESC SERV 73-75	TIME IN HOURS 76-80	DESC SERV 81-83	TIME IN HOURS 84-88			
	LX																	+			+			+	
	LX																		+			+			+
	LX																		+			+			+
	LX																		+			+			+
	LX																		+			+			+

REDUCTION IN PAY/LEAVE (to reduce prior period time; amount and/or time values are treated as negative entries)

	RX																		-			-			-	
	RX																			-			-			-
	RX																			-			-			-
	RX																			-			-			-
	RX																			-			-			-

CERTIFICATION	DATE	APPROVED BY:	DATE
---------------	------	--------------	------

INSTRUCTIONS

This time record is used to report attendance information for payroll purposes. University policy requires that this record be maintained accurately. The employee should sign the form at the bottom. Any erasures or changes should be initialed. All columns should be totaled.

Your established work schedule is indicated in the upper right portion of your time record. The standard (STD) work schedule is 8 hours per day on 5 consecutive days from 8 a.m. to 5 p.m. excluding 1 hour for lunch. If you have questions regarding this portion of the time record your supervisor will explain how it should be filled out.

REPORTING

Exception (Negative) Time Reporting: The normal method of keeping time records is on the exception (negative) basis and requires that only exceptions to the employee's work schedule be entered on the Time Record. Employees record exception hours in the proper columns. For employees who are exempt from the Fair Labor Standards Act (FLSA) provisions regarding premium overtime and compensatory time off, holiday, vacation, sick leave and other leaves are recorded in one-day increments only (or in increments not less than that portion of a day during which an employee on less than full-time pay status is normally scheduled to work) in columns 5, 6, 7, 8 and 11. For employees subject to FLSA, all leave time must be reported to the nearest quarter hour. Other exceptions such as compensatory time off and overtime are recorded to the nearest quarter hour in columns 9 and 10. The Time Record should be approved by the employee's immediate supervisor.

Positive Time Reporting: The Time Record provides column 4 marked (✓) in which an employee records regular hours worked in addition to the exceptions noted above. For FLSA non-exempt employees, time worked is reported to the nearest quarter hour. This Time Record should be approved by the employee's immediate supervisor.

TIME RECORDING

You will note that the first day of the month is printed on the 8th line of the form. Since, in many cases, your Time Record must be submitted prior to the end of the pay period in order to prepare pay checks, the first seven lines are provided to record any exceptions to your established work schedule not reported on your time record for the previous month.

If you are required to use the positive time reporting method, please record the total hours worked each day in the corresponding days of the month under the "✓" marked column, e.g. if you worked 8 hours on the 14th of the month then write "8" in the corresponding box for the 14th of the month. If your salary is supported by more than one fund source (and you are required to report your time worked by fund source for internal management reasons or because you are paid from a non-Federal award which requires such reporting) identify those funds in the headings of columns 1 and 2 (and 3 if applicable) and enter in each column the number of hours worked each day that applied to those funds.

If your salary is paid from a Federal grant or contract you must complete a Personal Activity Report (PAR) certifying the percent of your total effort applicable to each Federal agreement. In such cases it is not also necessary to report on the Time Record the hours of work applicable to each Federal fund source. The total hours worked may be reported under the "✓" marked column if you are required to report your time using the positive method.

REFERENCE DOCUMENTS

**RULES FOR CREDITING
HOLIDAY LEAVE AND NEW ACCRUALS OF SICK LEAVE & VACATION LEAVE
WHILE MEDICALLY ELIGIBLE FOR WC TEMPORARY DISABILITY**

TABLES

- I. SL hours adequate to supplement wages and WC payments.
- II. VL hours adequate to supplement wages and WC payments.
- III. ESL weeks adequate to supplement wages and WC payments.
- IV. ESL weeks not adequate to supplement wages and WC payments (the 26 weeks of ESL become exhausted).

Work-related disability results in a loss of wages. That loss may be partially off-set by wages earned on a reduced work schedule, and payments of Temporary Disability made by the University's Workers' Compensation Program. The remainder of the wage loss may be fully off-set by use of Sick Leave hours, either alone or in combination with Vacation Leave hours, and subsequently, partially off-set by use of Extended Sick Leave hours for the number of weeks remaining in the ESL bank.

While using SL, VL, or ESL hours to off-set the wage loss noted above, various rules apply to the crediting of Holiday Leave hours and to the accrual and crediting of new SL and VL hours. These rules are summarized in tables that follow. For each supplemental leave (SL, VL, ESL), there is a table of rules according to the employee's work status, either:

- 1. Not working (total wage loss).
- 2. Working a reduced-schedule of hours (partial wage loss).

USE OF NEW SL AND VL ACCRUALS

Hours that newly accrue cannot be used until they are credited. The accrual and crediting rules are given in the tables.

**SL HOURS
ADEQUATE
TO SUPPLEMENT WC**

WORKING REDUCED SCHEDULE						NOT WORKING									
	Leave Without Pay (LWOP)	Leave with Pay	Accrue at Regular Rate	Credited Upon Accrual	Credited Upon Return to Work	Credited in Full	Paid If Employee Separates from UCSF		Leave Without Pay (LWOP)	Leave with Pay	Accrue at Regular Rate	Credited Upon Accrual	Credited Upon Return to Work	Credited in Full	Paid If Employee Separates from UCSF
Holidays	X					X		Holidays	X					X	
New SL Accruals	X	X	X	X	X	X		New SL Accruals	X	X	X	X	X	X	
New VL Accruals	X	X	X	X	X	X	X	New VL Accruals	X	X	X	X	X	X	X

**VL HOURS
ADEQUATE
TO SUPPLEMENT WC**

WORKING REDUCED SCHEDULE						NOT WORKING									
	Leave Without Pay (LWOP)	Leave with Pay	Accrue at Regular Rate	Credited Upon Accrual	Credited Upon Return to Work	Credited in Full	Paid If Employee Separates from UCSF		Leave Without Pay (LWOP)	Leave with Pay	Accrue at Regular Rate	Credited Upon Accrual	Credited Upon Return to Work	Credited in Full	Paid If Employee Separates from UCSF
Holidays	X					X		Holidays	X					X	
New SL Accruals	X	X	X	X	X	X		New SL Accruals	X	X	X	X	X	X	
New VL Accruals	X	X	X	X	X	X	X	New VL Accruals	X	X	X	X	X	X	X

ESL WEEKS
ADEQUATE
TO SUPPLEMENT WC

WORKING REDUCED SCHEDULE						NOT WORKING									
	Leave Without Pay (LWOP)	Leave with Pay	Accrue at Regular Rate	Credited Upon Accrual	Credited Upon Return to Work	Credited in Full	Paid If Employee Separates from UCSF		Leave Without Pay (LWOP)	Leave with Pay	Accrue at Regular Rate	Credited Upon Accrual	Credited Upon Return to Work	Credited in Full	Paid If Employee Separates from UCSF
Holidays		X				X		Holidays	X					X	
New SL Accruals	X	X	X	X	X	X		New SL Accruals	X	X	X	X	X	X	
New VL Accruals	X	X	X	X	X	X	X	New VL Accruals	X	X	X	X	X	X	X

ESL WEEKS
NOT ADEQUATE
TO SUPPLEMENT WC

WORKING REDUCED SCHEDULE						NOT WORKING									
	Leave Without Pay (LWOP)	Leave with Pay	Accrue at Regular Rate	Credited Upon Accrual	Credited Upon Return to Work	Credited in Full	Paid If Employee Separates from UCSF		Leave Without Pay (LWOP)	Leave with Pay	Accrue at Regular Rate	Credited Upon Accrual	Credited Upon Return to Work	Credited in Full	Paid If Employee Separates from UCSF
Holidays	X					X		Holidays	X						
New SL Accruals	X	X	X	X	X	X		New SL Accruals	X	X	X	X	X	X	
New VL Accruals	X	X	X	X	X	X	X	New VL Accruals	X	X	X	X	X	X	