**TIMESHEET REPORTING FOR SAIF CLAIM WITH TIME LOSS**

**For employees who are eligible for leave:** When an employee is receiving Time Loss payments from SAIF, they can still receive a portion of pay from OSU***if*** they have leave time available. They can receive up to their total gross monthly salary from the combined sources; i.e…SAIF pays approximately 2/3 of their monthly salary (average in the 1 year prior to the injury date – or from the date of hire if employed less than 1 year), the employee can then take sick, vacation or personal leave to make up the remainder of their gross monthly salary.

It is likely for a SAIF time loss claim to be running at the same time (concurrently) as a FMLA claim. If an employee is out on time loss, this does not relieve you of your obligation to report FMLA hours. Complete the Emp Center timesheet daily to identify the leave and avoid possible overpayment/underpayment, until the claim has closed.

It is very important that the timesheet reflects accurate time reporting to avoid large overpayments upon the reconciliation of the time loss claim. All timesheets whether hourly or salaried should be filled out with 1/3 leave taken (if they choose to take paid leave) and 2/3 LWOP based on their normal schedule or their regular FTE. For an 8 hour work day, this amounts to 2.67 leave taken and 5.33 leave without pay per day. The first three days calendar days missed are usually not covered by SAIF and would require all of employee’s time to be reported as sick, (or vacation, personal, comp time if no sick is available), or LWOP (if they are out of available paid leave, or an employee may choose to use LWOP rather than utilizing paid leave). This would be pro-rated 2/3 LWOP and paid 1/3 leave accruals based on FTE for anyone less than 1.0 FTE.

Employee leave accruals and pay total (from SAIF & OSU combined) will be audited at the closure of the claim to correct any variance based on average pay rate used by SAIF and the employee’s current pay rate, and adjusted as necessary to ensure employee is not penalized for time off related to a claim.

**Salaried (default pay) employees:** If at all possible it is beneficial to the employee to process their LWOP in the current month since they are receiving time loss checks from SAIF. In order to doc their current month pay, please fill out an *estimated current month timesheet* in Emp Center prior to the 15th of the current month. The actual timesheet would be submitted via Emp Center as normal at the end of the month.

**Hourly employees:** There is no need for estimates since there isn’t any default pay. The original timesheet is submitted to HR at the open of time entry.

**Holiday reporting:** Report 1/3 of hours as holiday pay and 2/3 as LWOP

If an overpayment occurs the payroll department will work with HR to credit back any leave used in excess and the employee will be required to pay back the money earned. For more information on overpayments and collections, please refer to <http://oregonstate.edu/dept/budgets/PAYManual/PAY700.htm#711>.

For additional assistance you can contact:

Payroll 737-0573 (Overpayments/Collections)

Heidi Lively Melton 737-2916 (Workers’ Compensation)

FMLA 737-5946 (FMLA)

Your Business Center (Leave Availability & Leave Reporting)