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## Workers' Compensation Timesheet Code Reference Guide

This guide is to be used as a reference tool for timesheet coding for on the job injuries that result in lost time from work. ***Employee's must have a doctor's note to document all time off from work.***

- **Injury Date:** The employee should be paid in full for the date of injury. Employees are expected to return to work, unless the physician authorizes the employee is not fit for work.
- **Initial Time Loss:** When an employee is injured, he or she may become eligible to receive weekly workers' compensation wage-replacement benefits after a five-calendar day waiting period mandated by Idaho's Workers' Compensation Law.
  - The following leave codes are available for employees to cover the 5-calendar day waiting period depending on what leave is available to the employee:
    - **R5S-5** day waiting period sick leave
    - **R5V-5** day waiting period vacation
    - **R5C-5** day waiting period comp time
    - **R5U-5** day waiting period unpaid
    - **SS (Service Sick)** Firefighter (Telestaff) use only

*The five-day waiting period is waived if the employee is hospitalized overnight, or if they are off work due to the injury for over fourteen (14) days.*

- **Extended Time Loss:** the following code is to be used after the five-day waiting period if the employee is still not released to return to work by a physician.
  - **RWO** workers' compensation off work – eligible for wage loss recovery (KOS) (benefit eligible employees)
  - **RNU** workers' compensation off work – not eligible for wage loss recovery (KOS) (non-benefit eligible employees+) \*\*see regulation 6.02a Injury/Illness on the Job and Workers' Compensation for Wage Loss Recovery eligibility
  - **SS (Service Sick)** Firefighter (Telestaff) use only
- **Modified/Light Duty:** the following code is to be used to track the hours that employees are working temporary modified duty (provided restrictions by their physician)
  - **RWL** workers' compensation temporary modified duty
- **Medical Appointment:** employees are allowed up to 2 hours per day, per appointment for medical appointments related to an accepted workers' compensation injury.

- **RWM** Medical Appointment (FMLA eligible -- total time off work is more than 3 days)
- **RCM** Medical Appointment (non-FMLA eligible -- total time off work is less than 3 days)

**Just as with sick leave, workers' comp hours shall not be considered as hours worked for the purpose of computing overtime or compensatory time.**

For specific issues, please contact your payroll coordinator or the City Claims Administrator to discuss further.