

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, 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 and return a monthly FMLA log to Jennifer Zimmer by the 10th of the month in each month after the time loss occurred, until the claim has closed. If the employee missed no time in a month but the claim has not yet closed, please indicate this by completing the FMLA sheet indicating 0 hours used in that month.

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 are usually not covered by SAIF and would require all of employee's time to be reported as sick, vacation, personal, comp time or LWOP if they choose. This would be pro-rated 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 and forward to the Payroll Department by the 15th of the month. The original timesheet would be submitted to HR 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:

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| Brantley Blair | 737-8301 (Leave Available) |
| Anita Gurule | 737-0573 (Overpayments/Collections) |
| Heidi Lively Melton | 737-2916 (Workers' Compensation) |
| Jennifer Zimmer | 737-5946 (FMLA) |