Worker’s Compensation

For instructions and forms, see the Business Services website. All forms are fillable:
http://www.bussvc.wisc.edu/risk_mgt/wc/workerscompensation.html

SMPH Department responsibilities:

1. Fax completed forms within 24 hours of the injury, to: 265-3624. It is not required to provide a copy to the SMPH Dean’s Office.
   - Employee completes Employee’s Work Injury or Illness Report (OSLP-1)
   - Supervisor completes Supervisor and Safety Coordinator Investigation Report for Injury or Illness (UWS/OSLP-2)
   - Supervisor completes Employer’s First Report of Injury or Illness (WKC-12)

2. Run FMLA concurrently with an absence related to a Worker’s Compensation, if FMLA is applicable and employee is eligible.

3. Notify your SMPH HR Manager if and when:
   - The employee will have restrictions upon return to work (reduced/restricted schedule, type of work, etc)
   - FMLA will be counted concurrently with an absence related to WC
   - The employee has a “lost time” injury (ie wage loss beyond the date of injury).

4. Notify Campus if “lost time” injury (ie wage loss beyond date of injury):
   - Contact the Campus Worker’s Compensation Examiner (Sue Graf;
     sgraf@bussvc.wisc.edu; 265-9475) immediately by email if the employee incurs a wage loss beyond the date of injury. This will allow her to update the Department of Workforce Development, Worker’s Compensation Division of potential wage loss, and will prevent the department being assessed a penalty for late reporting.
   - If there is any wage loss (regardless if less than three days, and whether the employee used leave time to cover absences or LWOP), complete and email Sue the “Worker’s Compensation Employee Record of Lost Time“ form #UW-1059 ASAP before the next pay calculation.

   Sue calculates wages over the past 52 weeks to determine the disability rate due, and reports this to the Department of Workforce Development. She contacts the employee, and discusses worker’s compensation benefits. Sue updates the claim system with the claimant’s home address so that when we issue lost time wages, there is no delay in payments. SMPH Payroll gets a copy of the Worker’s Comp claim when it’s filed and processes a credit of sick leave if it needs to be credited back to the employee.

Worker’s Compensation 11.12.2013