

## MEMO

**Date:** April 20, 2022

**To:** SAP Timekeepers

**From:** Provincial HR Shared Services

**cc:** Org Chiefs

**Re:** **WCB Coding**

Should an employee be injured at work and leave work due to that injury, Manitoba Health Care pays the employee regular hours for the full shift. The Timekeeper should code this on the CAT2 Timesheet to show that we are paying the employee Regular earnings, even though he/she left work. A/A 2000 Regular should be used, along with Earning Reason Code 11 (WCB Day of Injury) from the time the employee left to the end of the shift.

A/A...	O.	Wa...	PS group	Lv	Relief Po...	R..	08.02	From	To
							7.25	08:30	16:30
							7.00		
2000						11	7.00	08:45	16:30

If the employee remains off work related to this injury, the employee should be coded as Unpaid Leave – WCB and the Org Chief, or designate, must call HR Shared Services to process the leave. The Timekeeper should continue to code Unpaid Leave – WCB on the CAT2 Timesheet until the leave is processed in SAP.

A/A...	O.	Wa...	PS group	Lv	Relief Po...	R..	08.02	From	To	09.02	From	To	10.02	From	To	11.02	From	To	12.02	From	To
							7.25	08:30	16:30	0.00	00:00	00:00	0.00	00:00	00:00	7.25	08:30	16:30	7.25	08:30	16:30
							7.00			0.00			0.00			7.25			7.25		
2000						11	7.00	08:45	16:30												
1540																7.25			7.25		

The employee should not be coded as A/A 1200 Sick. This will pay the employee regular wages and, when the claim is approved by WCB, it will create an overpayment with the need to have this money recovered from the employee.

Should the claim be denied by WCB, the Timekeeper can then change the timesheet (or submit a Correction Notice if it is past the 24 weeks) to A/A 1200 Sick to pay the employee for the days missed.



Sometimes, the employee will leave work due to a minor injury, but then return to work the following day. The Timekeeper should still code A/A 2000 with Earning Reason Code 11 on the day of injury – for accurate time reporting (showing that the employee was paid regular, but not at work) and history (in case the injury causes future absences).

If you have any questions, please contact our office at 204-940-8500 (or Toll Free 1-866-999-9698) – choose option 5, followed by option 1, or [HRSharedServices@wrha.mb.ca](mailto:HRSharedServices@wrha.mb.ca).