

## WC PAYMENT CONVERSION SHEET

This is a paper version of the [WC Leave Bank Calculator](#).

If you elect to use this sheet rather than the web calculator, see the example on Page 2, below.

Fill out a separate sheet for each WC payment that has compensation dates in the pay period.  
Use only the compensation dates which occur in the pay period (trim date ranges so they fit in pay period).  
Sum results (D) and (F) across all sheets.  
Using the sums for (D) and (F), complete either the [Option A](#) or the [Option B](#) calculation sheet.

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Hourly Wage: \_\_\_\_\_ dollars (WAGE)

### I. WC LEAVE BANK (HOURS PAID BY WC)

1. From Date: \_\_\_\_\_ To Date: \_\_\_\_\_

2. Count all days starting with From Date and including To Date: \_\_\_\_\_ days (A)

3. Convert weekly Comp Rate to daily rate: \_\_\_\_\_  $\div$  7 = \_\_\_\_\_ dollars/day (B)

4. Payment Amount: (A) \* (B) = \_\_\_\_\_ dollars (C)

5. Hours Paid by Workers' Compensation: (C)  $\div$  (WAGE) \_\_\_\_\_ hours (D)

### II. WC PAY REDUCTION (DESC SRVC Code "WCR")

If Check Payee is "UC Regents", do not reduce employee pay: \_\_\_\_\_ Zero \_\_\_\_\_ dollars (F)

If Check Payee is "Claimant", reduce employee pay by: \_\_\_\_\_ (C) \_\_\_\_\_ dollars (F)

If Check Payee is any other, reduce employee pay by: \_\_\_\_\_ (C) \_\_\_\_\_ dollars (F)

III. Sum (D) and (F) across all sheets.

IV. Enter the sums from Step III on either the Option A or the Option B calculation sheet.

V. Process payment to the employee, and the WC Pay Reduction (using DESC SRVC Code "WCR").

## EXAMPLE

### WORKERS' COMPENSATION TEMPORARY DISABILITY (TD) PAYMENTS MADE FROM 10-01-03 THROUGH 10-31-03

	CHECK PAYEE	CHECK AMOUNT	COMP PERIOD FROM DATE	COMP PERIOD TO DATE	COMP PERIOD DAYS	COMP PERIOD COMP RATE	
WC Payment 1	UC Regents	1204.00	09/26/03	10/09/03	14	602.00	Overlaps prior pay period.
WC Payment 2	Claimant	1204.00	10/10/03	10/23/03	14	602.00	
WC Payment 3	Claimant	946.00	10/24/03	11/03/03	11	602.00	Overlaps next pay period.

Hourly Wage = \$27.47

#### WC Payment 1:

1. From 10/01/03 to 10/09/03 (From Date trimmed)
  2. 10/01/03 to 10/09/03 = 9 days (A)
  3. \$602.00 ÷ 7 = \$86.00 per day (B)
  4. \$86 \* 9 = \$774.00 (C)
  5. HOURS PAID BY WC: \$774.00 ÷ \$27.48 = 28.17 hours (D)
- WC PAY REDUCTION: Zero (UC Regents paid) \$ 0.00 (F)

#### WC Payment 2:

1. From 10/10/03 to 10/23/03
  2. 10/10/03 to 10/23/03 = 14 days (A)
  3. \$602.00 ÷ 7 = \$86.00 per day (B)
  4. \$86 \* 14 = \$1204.00 (C)
  5. HOURS PAID BY WC: \$1204.00 ÷ \$27.48 = 43.81 hours (D)
- WC PAY REDUCTION: \$ 1204.00 (F)

#### WC Payment 3:

1. From 10/24/03 to 10/31/03 (To Date trimmed)
  2. 10/24/03 to 10/31/03 = 8 days (A)
  3. \$602.00 ÷ 7 = \$86.00 per day (B)
  4. \$86 \* 8 = \$688.00 (C)
  5. HOURS PAID BY WC: \$688.00 ÷ \$27.48 = 25.04 hours (D)
- WC PAY REDUCTION: \$ 688.00 (F)

<b>TOTAL HOURS PAID BY WC</b>	(use on Option A or Option B form):	<b>97.02 hours</b>	
<b>TOTAL WC PAY REDUCTION</b>	(use on Option A or Option B form):		<b>\$ 1892.00</b>

HOURS PAID BY WORK. COMP.		FROM	THRU	WEEKLY BENEFIT RATE	PAYEE
PAY CYCLE: Monthly	PAY PERIOD:	10/1/2003	thru 10/31/2003		
HOURLY WAGE: 27.48	WC Payment 1:	10/1/2003	thru 10/9/2003	@ 602	UC Regents
HELP Print Clear GO	WC Payment 2:	10/10/2003	thru 10/23/2003	@ 602	Employee
HOURS PAID = 97.02	WC Payment 3:	10/24/2003	thru 10/31/2003	@ 602	Employee
WCR Dollars = 1892	WC Payment 4:		thru	@	Choose

HOURS PAID BY WORK. COMP.		FROM	THRU	WEEKLY BENEFIT RATE	PAYEE
PAY CYCLE: Choose	PAY PERIOD:		thru		
HOURLY WAGE: <input type="text"/>	WC Payment 1:	<input type="text"/>	thru	@ <input type="text"/>	Choose
HELP Print Clear GO	WC Payment 2:	<input type="text"/>	thru	@ <input type="text"/>	Choose
HOURS PAID = <input type="text"/>	WC Payment 3:	<input type="text"/>	thru	@ <input type="text"/>	Choose
WCR Dollars = <input type="text"/>	WC Payment 4:	<input type="text"/>	thru	@ <input type="text"/>	Choose

**DETERMINE BENEFIT RATE FOR ANY WC CHECK**

**WC CHECK AMOUNT**

**START Date**  **END Date**

HELP Print Clear  
GO

**WEEKLY BENEFIT RATE**

## INSTRUCTIONS

Please note that each calculator is equipped with a HELP button.

For more detailed help, click on items in the Help Menu on the right.

Each pay period, these calculators will help you fill out the:

- [Option A](#) or [Option B](#) Calculation Sheet.
- AP or LX Payroll Form.

When WC pays benefits to an employee who has SL, VL, or ESL:

1. WC pays a number of hours to the employee (in dollars).
2. Your department pays a number of hours in SL, VL, or ESL.
3. The employee receives Service Credit for ALL hours paid.

To give the employee Service Credit for ALL hours paid:

1. You sum the hours paid by WC and the hours paid by your department.
2. You convert this sum to a Pay Rate for use on the AP or LX form.
3. You must now make sure the employee is not double-paid the WC Dollars. In order not to double-pay the WC Dollars:

## Help Menu

- [Instructions](#)
- [Hours Paid](#)
- [Benefit Rate](#)
- [Option A form](#)
- [Option B form](#)
- [Payroll forms](#)

**Palette**

1	2	3
4	5	6
random		

1. You deduct Dollars Paid by WC on the AP or LX form.

2. You use Description of Service code WCR.

These calculators will tell you:

1. How many Hours were paid by WC.

2. How many Dollars were paid by WC.

You then use the [Option A](#) or [Option B](#)

calculation form to:

1. Credit any [new accruals and holidays](#).

2. Determine how many hours of SL, VL, or ESL your department will pay.

3. Determine how much SL, VL, and ESL remain to the employee.

4. Reconcile the employee's timesheet accordingly.

5. Determine the Pay Rate for the AP or LX form.

You then use the AP or LX Payroll form to:

1. Credit the employee for ALL Hours paid.

2. Deduct the Dollars paid by WC.

You then submit the AP or LX form to Campus Payroll.

### **STEPS:**

1. Obtain info on all WC benefits paid in the UC Pay Period, from:

- The monthly spreadsheets emailed by HR DMS, or
- The WC Administrator.

2. Run the Hours-Paid-by-WC calculator, to obtain:

- WC HOURS PAID, for the Option A or Option B form.
- WCR DOLLARS, for the AP or LX form.

3. Enter the HOURS PAID result on the Option A or Option B form.

4. Complete the [Option A](#) or [Option B](#) form, to:

- Credit any [new accruals and holidays](#).
- Adjust SL, VL, & ESL bank balances.
- Reconcile the employee's timesheet.
- Determine the PAY PATE for the AP or LX form.

5. Fill out the AP or LX payroll form using:

- PAY RATE, from the Option A or Option B form.

- WCR DOLLARS, from the Hours-Paid-by-WC calculator.

6. Submit the AP or LX form to Campus Payroll.