

WorkSafeBC Claim Related Time and Leave Management Entries

Date of Injury:

All Time and Leave employees should have their day of injury entered by the Timekeeper/Approver using the "WCB Day of Injury" Time Reporting Code. As the employer is responsible for paying the full day of injury, the full shift hours should be entered.

Time Loss:

If the employee misses time beyond the date of injury, record the absence according to the employee's employment status (see below).

Maintaining Employee's Net Pay (Including Adds-To-Pay):

In order to comply with the BCGEU contract, calculations are done to ensure an employee's net pay is maintained. In order for this to be accurate, TES Payroll must be aware of all adds-to-pay that are known and scheduled. Adds-to-pay (for example shift premium) should be "Unapproved" in Time and Leave Management System, or written in on Timesheets.

Employees Completing Timesheets:

For those organizations where the exception is that employees are still required to complete timesheets, employees should complete them as though they remained at work, clearly indicating WCB time off and noting any applicable adds-to-pay.

Return to Work:

Notify TES Payroll at TSS.Pay.AcctDisBen@TELUS.com of any return to work trials or full returns to work.

Regular Employees and Auxiliaries with Benefits:

Entries should be made via the Time and Leave Management System using the "WCB Related Absence" leave code. If the WorkSafeBC claim is ultimately declined the entry will automatically revert to trigger the payment of STIIP. This assumes that the manager is in agreement with, and is approving, paying STIIP if the WorkSafeBC claim is declined. See next bullet if the manager does not agree with paying STIIP.

Manager Does Not Support STIIP:

For regular employees and auxiliaries with benefits, where the manager has concerns with the entry automatically reverting to STIIP if the WorkSafeBC claim is denied, entries should be made via the Time and Leave Management System using the "WCB Related LWOP" leave code. This will deduct the appropriate number of hours from the pay cheque

Auxiliary Employees Without Benefits:

Entries should be made via the Time and Leave Management System using the "WCB Related LWOP" leave code. This will deduct the appropriate number of hours from the pay cheque and these employees will be paid directly from WorkSafeBC if the claim is accepted.

Employees with a Recent Long Term Disability (LTD) Claim:

Employees may have had a Long Term Disability (LTD) claim for an illness/injury which may now be closed but they will have a six-month LTD successive disabilities period after the claim closes. Employees who are in their LTD successive disability period and who have a WorkSafeBC injury/incident should still have the absence entered as "Successive Disability LWOP" via the Time and Leave Management System.

Canada Revenue Agency Regulations:

All Time and Leave Management System entries, leave forms, and time sheets must be submitted and entered in a timely manner in order to comply with current CRA (Canada Revenue Agency) regulations.

This CRA directive, effective January 1, 2000, instructs that employees must be paid using the appropriate WCB codes while they are currently absent due to a claim. The anticipated WorkSafeBC amount is not taxable. This results in an employee's net pay being maintained even before a WorkSafeBC decision is made. If the claim is subsequently declined, adjustments are made to pay STIIP (which is taxable) instead of WCB (non-taxable).

CRA will not allow the processing of any retroactive WCB entries. Previous entries will remain as STIIP, if they are outside of your 4 pay periods available in Time and Leave for backdated leave entries/changes.

Implications of Entering Leave Code WCB Related Absence vs. STIIP:

If WCB Absence is recorded, it means that the absence is eligible and approved for STIIP, in case Worksafe does not ultimately accept the claim.

If the claim is accepted (and paid for time loss) by Worksafe, then the WCB Absence stands.

If the absence has been recorded as STIIP and the claim is accepted by Worksafe, then we cannot go back and reverse the STIIP to non-taxable WCB earnings per Canada Revenue, therefore the WCB non-taxable earnings will be reported on the T4 (Box 77) in the year that the WCB award was paid. Any STIIP topup will also not be reversed as pay was received for the value of the topup.

If the claim is not accepted by Worksafe and the absence has been recorded as STIIP, then the STIIP stands.

If the claim is not accepted by Worksafe and the absence has been recorded as WCB Absence, then the WCB will be reversed to STIIP on a catchup basis. If the STIIP is not topped up, then it is a pay recovery @ 25% pay deduction, so it is good to make the employee aware of this possibility in advance.

NOTES:

- "Pending" means that Worksafe has not yet made a decision on the claim. This goes on for as long as it takes them to make a decision.
 - If the decision is accepted, then we proceed with the items above for accepted.
 - If the decision is not accepted, then the worker decides whether or not they will appeal. If they do not appeal, then we proceed with the items above for not accepted. If they do appeal, then the worker has the option of reversing WCB to STIIP at that time or waiting for the result of the appeal. (There is no perfect answer for this, each way has its own outcomes.)
 - If the appeal is accepted, then we proceed with the items above for accepted.
 - If the appeal is not accepted, then we proceed with the items above for not accepted.
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