

# BEACON *Go Live!*

April 3, 2008  
Vol. 1, No. 17

Governor Mike Easley  
State of North Carolina

Britt Cobb, Secretary  
N.C. Department of Administration

Valerie Ford, Director  
Michael Bogan,  
Assistant Director  
DOA Human Resources  
Management

DOA Human Resources  
Management  
1322 Mail Service Center  
Raleigh, N.C. 27699-1322

Phone: 919-807-2480  
Fax: 919-715-7669

[www.doa.state.nc.us/hrm](http://www.doa.state.nc.us/hrm)

**BEACON *Go Live!***  
is an online publication  
of the N.C. Department  
of Administration.  
Please print and post  
a copy for colleagues  
without Internet access.

## BEACON Timekeeping and Workers' *Compensation*

All on-the-job injuries must be reported to your supervisor and documented appropriately. Employees who are hurt while performing their duties and lose time from work are allowed leave through the Workers' Compensation program. Workers' Compensation leave must be recorded within the BEACON HR/Payroll system.

### **A/A Code 9680 – Workers' Compensation Leave**

It is important to record Workers' Compensation leave from the time of injury until a medical professional determines that you may return to work. Never use Attendance/Absence Code 9685 (Injury Leave) for Workers' Compensation purposes. This code is only used by the Department of Correction to distinguish when a Correctional Officer has been injured as a result of attack by inmate.

Positive time employees in DOA and the Lieutenant Governor's Office who are hurt on the job and unable to continue to work the remainder of that day should use A/A Code 9680. They will be paid in full for the day of injury and this code is used to document how many hours the employee did not physically perform their job duties that day.

For example, John Doe's normal shift is from 8 a.m. to 5 p.m. Monday through Friday. John reports to work at 8 a.m.; however, at 10:30 a.m. he severely injures his hand, immediately reports the injury to his supervisor, and is subsequently taken by ambulance to the hospital. A doctor determines that John should be out of work for at least two weeks.

John's timesheet for the day of the injury should be coded as follows:

Time Worked (A/A Code 9500): 2.5 hours

Workers' Compensation Leave (A/A Code 9680): 5.5 hours.

John elects to go on Workers' Compensation leave and use his paid sick or vacation leave during the required seven-day waiting period. Because he elected to use his accrued leave, his Division Personnel Contact would include the sick or vacation leave information on the Leave of Absence (LOA) Form submitted to Human Resources Management for processing in BEACON.

An employee may also elect to go on Workers' Compensation leave without pay and then begin drawing weekly benefits. No other time needs to be entered after the date of injury because HR's BEACON processing will take care of the exhaustion of leave and the leave without pay.

When the employee returns to work, the Division Personnel Contact would alert HR regarding John's status information to reinstate him.

### **A/A Code 9400 – Leave Without Pay**

If you are out of work for any reason other than Workers' Compensation and you have no accrued leave, you should enter time with A/A Code 9400 (Leave Without Pay). This is used when an employee is out of work for personal reasons resulting from sickness, vacation or unapproved leave and does not have any accrued leave to pull from the leave hierarchy. This code is then used to "dock" the employee's pay for that day and to prevent them from receiving an overpayment.