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## Workers' Compensation Claim Process and Flowchart

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### 1. Job-related injury occurs.

An "injury" for workers' compensation (WCI) purposes is defined as "an injury or occupational disease that causes damage or harm to the body and arises out of the course and scope of employment."

### 2. Department completes [First Report of Injury](#) and provides [Notice of Injured Employee Rights and Responsibilities](#) statement to the employee. The First Report is faxed to Employee Services.

Texas WCI laws state that we, as an employer, must complete a first report as soon as possible once we become aware of any workplace injury. Keep in mind that minor injuries can later develop into a more serious condition that may require medical attention or time off from work. The [Notice of Injured Employee Rights and Responsibilities](#) statement must be given to the employee after any reported injury. Remember: Complete a first report once you become aware of an injury, regardless of whether or not you believe the injury is serious or whether or not you believe it occurred within the course and scope of your employee's duties. Employee Services WCI fax line: 979/847-8546

### 3. Has the employee missed time due to this injury?

For WCI purposes, missed time is generally not considered until the employee misses more than one shift due to an occupational injury or illness. For instance, an employee who is injured at work and misses only two hours of work time to go to a physician is not to be considered as lost time if the employee returns to employment with no restrictions. However, several physician's appointments or treatments that occur over a period of time related to the injury that totals more than one work shift may be considered to be lost time. You must complete additional forms (instructions are given below) in the event you find the employee has missed more than one shift of work.

You will not have to do anything else (other than fax the report to the Employee Services WCI fax) if you find that the employee did not lose time due to the injury.

### 4. [Request for Paid Leave Form](#) is completed and faxed to Employee Services; proper leave procedures, including leave without pay (LWOP), must be followed if employee is on LWOP.

Employees have the option of using their accrued sick and/or vacation leave in the event time is lost due to a work-related injury. The Request for Paid Leave form is used to document the employee's choice of leave during a WCI-related absence.

*The employee does not necessarily need to sign the form before submission to Employee Services, as an injured employee is not always available for signature. However, the WCI administrator may sign on the employee's behalf, provided the administrator has contacted the injured employee by phone, email, etc. to determine whether or not paid leave is to be used.*

**5. Employee misses seven calendar days or less.**

*The WCI Administrator and supervisor must monitor all absences resulting from a work-related illness or injury. The State of Texas will not provide an employee with wage replacement benefits until the employee misses more than seven calendar days (or more than seven cumulative work shifts, if the absences are not consecutive) of work. Appropriate paid and unpaid leave will be applied during this period of absence.*

**6. Employee misses more than seven calendar days.**

*The employee may become eligible for wage replacement in the event s/he misses more than seven calendar days (or more than seven cumulative work shifts, if the absences are not consecutive) of work. Appropriate paid and unpaid leave will be applied during this period of absence.*

**7. Employee returns to work,\* has additional days of temporary disability, resigns, terminates, or has salary change.**

*Administrators must monitor all absences and returns to work resulting from a work-related illness or injury. Further actions are necessary as described in item # 10.*

**8. Employee's department faxes [Wage Statement](#) to Employee Services.**

*Employees who are eligible for wage replacement pay will generally be compensated based on their earnings history for the 13 weeks previous to the injury. The wage statement will provide Risk Management with wage and other monetary information.*

**9. Employee returns to work,\* has additional days of temporary disability, resigns, terminates, or has salary change.**

*Administrators must monitor all absences and returns to work resulting from a work-related illness or injury. This information will be recorded on a supplemental report referenced in item #10.*

\*Employee must be given bonafide offer letter when returning to work with restrictions.

**10. Employee's department faxes a [Supplemental Report](#) to Employee Services.**

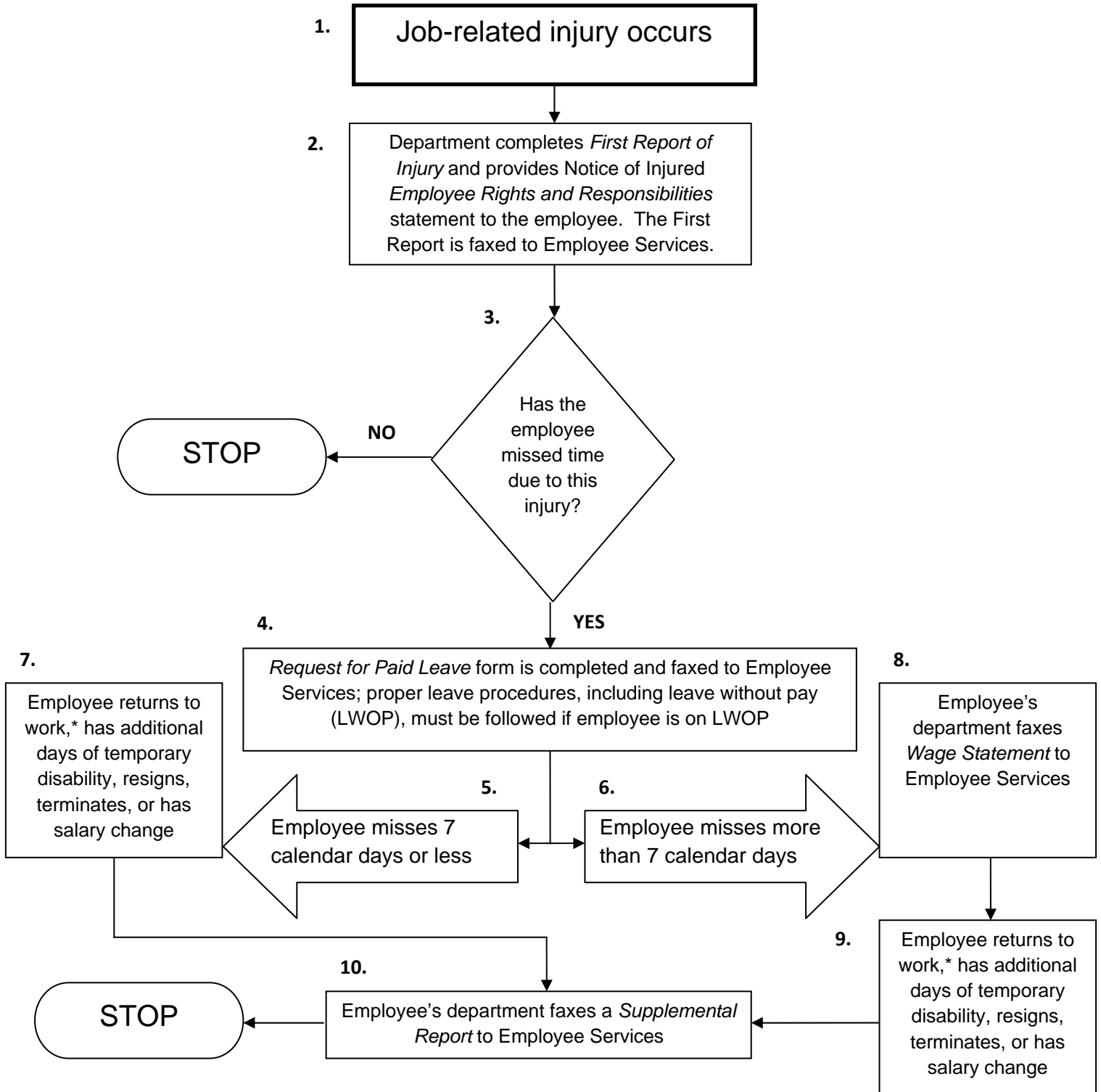
11. *The supplemental report should be completed if the employee's status reflects the items below. This report is necessary for tracking:*

- *an employee's return to work date(s);*
- *time worked under physician's restrictions;*
- *resignations of employment where the employee was eligible for WCI benefits; and*
- *salary changes during eligibility for WCI benefits*

**NEED HELP?**

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\*Employee must be given bonafide offer letter when returning to work with restrictions.