



OXNARD SCHOOL DISTRICT

Workers' Compensation Timesheet & Frontline Procedure

Completing My Monthly Timesheet

Employee must continue to submit a monthly timesheet while off work or while working on a bridge assignment at another school site or department. Indicate the hours you were off work by marking WC on your timesheet. If you attended medical appointment during working hours, you will mark your time sheet as sick or vacation. If you were on a bridge assignment mark BA on your timesheet and notate where the bridge assignment was located.

Frontline Absence Management

As of August of 2022, Oxnard School District rolled out district-wide Frontline Absence Management, this new system is for our staff and substitutes. This system is an automated service that greatly simplifies and streamlines the process of recording and managing absences, time, and finding substitutes. The Frontline Absence is available to staff and substitutes 24 hours a day, 7 days a week, and can be accessed via the internet, phone, and mobile app.

Procedure:

1. Employees will be required to enter their absences to Frontline on or before the day of the absence.
2. This will ensure that Frontline has time to work to secure a substitute for positions requiring a substitute in a timely manner.
3. An employee can enter an absence in Frontline system up until an hour after their scheduled start time for a work-related absence that occurs. If it is after that time, the school office manager or designee will need to enter the absence for them.
4. An employee will need to enter sick leave code. If an employee has exhausted all their sick leave bank they may use vacation in lieu of sick (VASL) code. Once the claim is accepted by the Athens Administrator and the employee is eligible and approved for industrial leave the pay code will be changed to WC by Risk Management. The employee will be notified of the change.
5. Employee assigned to a temporary bridge assignment may use BA when assigned to a different temporary location.
6. Employees may view current leave balance in Frontline by logging to employee profile, account tab and select absence reason to view balance.



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FRONTLINE CODE REFERENCE CHART

USE CODE	WHEN	OR	OR	OR	Note:
<p>WC</p> <p>(Claim Accepted by Athens Administrators, TPA)</p>	<p>Day of Injury if employee started the work day</p> <p>Risk Management will adjust code to WC</p>	<p>Dr.'s written Report states "No Work Capacity or Temporarily Totally Disabled"</p> <p>Risk Management will adjust code to WC</p>	<p>Dr.'s written Report states "Modified Duty" with restriction and unable to accommodate restrictions or No bridge assignment is available.</p> <p>Risk Management will adjust code to WC</p>	<p>Doctor written report states "Modified Duty" with restriction(s) & bridge assignment offered</p> <p>Use BA code</p>	
USE CODE	WHEN	OR	OR	OR	OR
<p>Sick (S)</p> <p>(Claim is accepted denied, or in a delayed status by Athens to determine compensability)</p>	<p>Day of Injury if employee started the work day</p> <p>If accepted, Risk Management will adjust code to WC</p>	<p>Any follow up w/c medical appointments employee schedules during normal working hours</p>	<p>Dr.'s written Report states "Modified Duty" with restriction(s) & district offers bridge assignment but employee declines the BA</p>	<p>An employee is released to return to work without doctor's written medical report</p>	<p>Employee reaches Maximum Medical Improvement with Permanent Work Restrictions. employee remains off work until Interactive Accommodation meeting is scheduled.</p>