LWOP Reporting Process Flow

Centralized PERS Team
- Runs quarterly query of LWOP hours that exceed a major fraction of a month (11 days/88 hours or more)
- Formats into spreadsheet (see sample below) and emails to agency payroll contact

Agency Payroll
- Receives and reviews report against payroll records
- Completes agency payroll portion of spreadsheet (see example below)
- Notes in comments if hours reporting differ from hours provided
- *Indicates if leave is related to an approved workers comp claim
- Returns to CPERS within 30 days

Centralized PERS Team
- Receives and reviews agency response
- Enters LWOP segment in PERS system

*This step is for agency information Tier 1&2 employees get service credit upon request via certification form if they return to work following their claim. The employer/agency may complete the certification form on the employee’s behalf and submit it to PERS. Note: OPSRP does not get service credit for workers comp.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CPERS</td>
<td>Agency Payroll</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Agency #</td>
<td>Employee Name</td>
<td>RO#</td>
<td>Pay period</td>
<td>Total Hours</td>
<td>Total LWOP Hours</td>
<td>Hours Considered Regular Pay</td>
<td>Total FULL DAYS of LWOP Hours (If different than column F, please indicate reason in comments)</td>
<td>Agency Comments</td>
<td>LWOP due to Approved Workers Comp Claim?</td>
</tr>
<tr>
<td></td>
<td>12345</td>
<td>EXAMPLE</td>
<td>EXAMPLE</td>
<td>12/1/2016</td>
<td>12/13/16, 12/20/16, 12/27/16, 12/28/16, 12/30/16</td>
<td>136</td>
<td>40</td>
<td>12/1/16 - 12/13/16, 12/20/16, 12/23/16, 12/28/16, 12/30/16</td>
<td>128 had two partial days of LWOP</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>12346</td>
<td>EXAMPLE</td>
<td>EXAMPLE</td>
<td>12/1/2016</td>
<td>12/13/16, 12/20/16, 12/23/16, 12/27/16, 12/28/16, 12/30/16</td>
<td>136</td>
<td>40</td>
<td>12/30/17</td>
<td>136</td>
<td>Y</td>
</tr>
</tbody>
</table>

4/3/17