

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.

First Quarter (Pay periods) Department of Fake State Agency ER1234											
CPERS						Agency Payroll					
Agency #	Employee Name	OR#	Pay period	Pay period Total Hours (RG&LWOP Combined)	Total LWOP Hours	Hours Considered Regular Pay	Dates (Full days only)	Total FULL DAYS of LWOP Hours (If different than column F, please indicate reason in comments)	Agency Comments	LWOP due to Approved Workers Comp Claim?	
12345	EXAMPLE	EXAMPLE	12/31/2016	176	136	40	12/1/16 - 12/13/16, 12/20/16- 12/23/2016, 12/27/16, 12/28/16, 12/30/16	128 had two partial days of LWOP		N	
12346	EXAMPLE	EXAMPLE	12/31/2016	176	136	40	12/1/16 - 12/13/16, 12/20/16- 12/23/2016, 12/27/16, 12/28/16, 12/30/17	136		Y	