

HBA Workers Compensation Leave Worklist Instructions

Click on "Detail" on the worklist:

Detail	Filter	NYBEAS Administer Workforce	NYBEAS_WORKERS_COMP_DEFERRED	HBA Workers Compensation WL	20
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Click "Work It" to select the employee from the list:

1	✓	Work It	Enrollee ID# 0	12000	Enrollee Name	LWOP	HBA Name or PCONTROL	05/23/2019 2:07:44PM
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The screen below will populate. Enter the information pertinent to the employee's leave of absence.

Workers' Comp Duration

Sample, Sally

EmplID: 000000000 Empl Rcd #: 0

Workers' Comp Duration Find | View All First 1 of 1 Last

Effective Date 04/20/2019

One Year

Two Year **Assault Date**

Comments

Save **Correct History**

[View Worklist](#) [Previous in Worklist](#) [Next in Worklist](#) [Notify](#)

Be sure to enter the "Assault Date" when selecting the "Two-Year" eligibility:

Workers' Comp Duration Find | View All First 4 of 4 Last

Effective Date 12/16/2018

One Year

Two Year **Assault Date**

Comments

Message from webpage

 If Workers' Compensation is for 2 years, Assault Date must be entered. (24000,888)