

# Workers' Compensation for Managers and Supervisors *Step-by-Step*

## Employee is Injured

- **Immediately** secure and/or provide medical treatment.
- If emergency – call 911.
- For serious injury notify EH&S (413-545-2682)

## Within 48 Hours

- complete NOI (including employee's signature on medical release).
- Submit to HR 325 Whitmore via OneDrive, fax (413-545-0483) or online via AskHR  
**Do not email the NOI.**
- If the employee received medical care, then the injury would be coded a "4" or a "5".

*If employee does not miss work, the process is done.*

*If employee misses work*

- **Remain in contact** with the injured employee.
- Submit time and labor as usual (using SIC, VAC, PER, Comp time or NOP).

*If employee is out 5+calendar days... (including days not scheduled to work)*

**By the 6<sup>th</sup> calendar day of absence**, submit a WC form 101 to HR 325 Whitmore. Please submit in the same manner as the NOI. Continue submitting time and labor as normal.

*Workers' Compensation Specialist works with Human Resources (dept.) representative on claims status.*

**If denied**, the employee has the right to appeal with the DIA. Continue submitting time and labor as normal.

**If approved**, 325 Whitmore HR and departmental HR representative work with the employee regarding time and labor.

## Has your Employee Returned to Work?

Notify Workers' Compensation Specialist and Human Resources asap when the employee returns to work to avoid overpayment.

*HR 325 Whitmore Workers' Compensation Specialist:  
Courtney S. Reed | 413-545-6114*