

NDI CLAIM INITIATION

EACH DEPARTMENT MAY HAVE THEIR OWN LEAVE REQUEST PROCESS

IMPORTANT – 2020 PERSONAL LEAVE PROGRAM

***For accurate payroll processing refer to
SCO Personnel Letter #20-012***

- I. The Personnel Specialist is notified of a possible non-work related (non-industrial) injury.
 - A. The employee should submit their monthly attendance form and obtain a doctor's note.
 - B. Document the employee's request to use/not use leave credits to cover the waiting period.
 - C. If appropriate, process a PAR(s) to remove the employee from pay status (S57, etc.) until you have received the DE 8500A from EDD. *(If an S57 PAR transaction was processed, an S57V transaction must be processed once the NDI claim is approved or denied, and the appropriate PAR transaction is processed.)*
 - D. Inform the employee regarding your department's policy/MOU requirements regarding salary advances while pending NDI approval.
 - E. Annual Leave employees should be provided an election form to choose a supplementation level (50% only, 75% supplementation or 100% supplementation.)
 - F. Check the employee's participation in direct deposit (see PPM Section J010: Criteria for agencies/campuses removing participants from direct deposit.)
- II. The Personnel Specialist completes their portion of the Claim Form (DE 8501.)
 - A. The Personnel Specialist forwards the claim form along with the NDI Provisions (DE 8502) tri-fold to the employee.
 - B. The employee completes their portion of the DE 8501 and submits to their doctor.
 - C. The doctor completes their portion of the DE 8501 and submits to the Employment Development Department (EDD).
 - D. EDD reviews the DE 8501 and :
 1. If approved, forwards an Authorization to Pay Nonindustrial Disability Insurance (DE 8500A) to the department and the employee.
 2. If denied, forwards either a Notice of NDI Claim (DE 8507) or a Notice of Determination (DE 8517) to the department and the employee.
- III. If the claim is DENIED, the Personnel Specialist:
 - A. Notifies the Attendance Clerk and/or the employee's supervisor and files the denial form for auditing purposes.
 - B. Processes the appropriate PAR(s) to update the Employment History Data Base (i.e. S57V, S50, 715, etc.).
- IV. If the claim is APPROVED, the Personnel Specialist:
 - A. Notifies the Attendance Clerk and/or the employee's supervisor and files the approval form for auditing purposes.

- B. Processes the appropriate PAR transaction(s) to place the employee on NDI status.
 - C. Verifies the employee's regular pay – see SCO Personnel Letter #20-012:
 - 1. If the employee's regular pay is correct, the PS can key the NDI pay via PIP. Check the DO NOT KEY list (PPM E 006) prior to keying the NDI request.
 - 2. If underpaid, key the appropriate PIP request to issue the additional pay due the employee AND the NDI pay.
 - 3. If overpaid, submit a STD. 674D to certify the correct time to be paid. You may have to establish an account receivable.
 - D. Key NDI request for current month during the green cycle.
- V. When NDI eligibility ends, a PAR MUST be processed to document one of the following: (GC Section 19253.5)
- A. Return the employee to their former position, or
 - B. Transfer the employee to a different position, or
 - C. Demote the employee, or
 - D. Place the employee on a temporary leave not to exceed 30 calendar days (S54 PAR transaction), or
 - E. Grant a leave absence for up to one year, or
 - F. Terminate the employee.