

Auburn University

Auburn University, Alabama 36849-5104

Risk Management
11 C Ingram Hall

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Sample On-the-Job Injury Time Authorization Bi-weekly Paid Employees Auburn University

Sammy Sample
Name

245-67-8910
Employee I.D.

Facilities - Electrical Shop
Department Name

Electrical Shop
Account Name

Facilities - Building 2
Department Address

2-12345
Account Number

449100
Class Code

Hourly Pay Rate at Time of Accident \$9.75

Pay Period 03/10/02 to 03/23/02

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 st week						8	
2 nd week		8	8		3		

Total Hours 27

I CERTIFY THAT THE ABOVE RECORDED TIME IS CORRECT AND SHOULD BE PAID TO THIS EMPLOYEE AS A RESULT OF AN ON-THE-JOB INJURY. The time entered should be for time that is paid through the OJI program. (Do not enter time on this sheet that is being compensated through sick, annual leave, or is leave without pay.) There will be no compensation through the OJI program for the first three work days missed following the incident/accident. Employees may compensate for these three days by using their sick and/or annual leave. If the employee has no leave available, the first three days missed will be recorded as leave without pay.

Susy Supervisor
Supervisor/Department Head

03/21/02
Date

Sammy Sample Completed OJI Time Authorization Sheet

Sammy Sample was injured at the end of the work day on Monday, March 11, 2002. His doctor gave him a work excuse to stay off work until through Tuesday, March 19, 2002 and he could return to work on Wednesday, March 20, 2002. Sammy had a follow-up doctor appointment for Thursday, March 21, and missed three hours of scheduled work time for the doctor visit, and returned to work that day. Sammy missed no other time for his injuries.

Sammy only had two days of sick leave, and no annual leave. He used sick leave for March 12 and 13, and was off March 14 with leave without pay. Sammy's supervisor, Susy, completed the Time Authorization sheet for Sammy to receive OJI benefits. She explained to him that the program would pay at a rate of 66 2/3% of his wage. Susy Supervisor entered the hours. (See Sample) She remembered how important it was to get the time authorization sheet to Crawford & Co. before the scheduled payroll deadline. She also made sure that she sent Crawford & Co. and Risk Management & Safety a copy of the doctor slips that excused Mr. Sample from work.