

Administrative Policy No. 19.25.08

Subject: Payroll Procedure on Assault Pay

Information Contact: Office of Accounting Services
Chief, (360) 664-5716

Authorizing Source: State Administrative & Accounting Manual (SAAM):
[Chapter 20](#), Internal Control and Auditing

Effective Date: October 21, 2015

Revised: March 5, 2020

Approved By: Original Signed by Judy Fitzgerald
Assistant Secretary / Chief Financial Officer

Purpose

To establish the payroll procedure for assault pay. It creates standards for the time keeping and payroll processes to reduce the number of payment errors resulting from assault pay.

Scope

This policy applies to all DSHS employees or programs that receive an approved assault claim from Enterprise Risk Management Office (ERMO) and need to process the benefit.

This policy supports the process for paying assault benefits on claims that have been approved through the ERMO assault claims process. For the ERMO assault claim process, please refer to DSHS Administrative Policy [9.02](#), Benefits for Employees Assaulted by Residents/Clients.

Additional Guidance

DSHS Administrative Policy

[9.02](#), Benefits for Employees Assaulted by Residents/Clients

Revised Code of Washington:

[72.01.045](#), Assaults to employees -Reimbursement for costs

[74.04.790](#), Supplementary program - Reimbursement for employees being victims of assault

Definitions

Assault means an unauthorized touching of an employee by a resident, patient, or client resulting in physical injury to the employee. (RCW [72.01.045](#))

Department refers to the Department of Social and Health Services (DSHS).

HRMS cutoff refers to days 0, 1, 2, and 3 during which payroll actions are processed for a pay period as outlined in the HRMS payroll calendar.

Employee means an individual in DSHS who:

- Is paid a salary, or wages, and receives benefits for work performed for the department;
- Has been issued a state employee identification number;
- Is recognized as a state employee by the State Human Resources Division; and
- Is paid through the Human Resource Management System (HRMS).

Payroll office is the office within the Facilities, Finance and Analytics Administration that processes payroll for DSHS to include the institutional payroll offices that process their own payroll.

Program means an administration, division or program within DSHS.

Resident means any person residing in or receiving services at a DSHS facility (DSHS AP [9.02](#)).

Policy Requirements

A. Supervisor's responsibility

1. Enter paid leave or leave code 9188 (Labor and Industries (L&I) LWOP) into leave tracker prior to [day 0](#) of payroll cutoff until assault is approved or employee returns to work.
2. Enter leave code 9025 in leave tracker for approved assault until the employee returns to work.

B. ERMO responsibility

1. Notify HR, supervisor, time and attendance, and payroll of approved assaults and payment orders prior to [day 0](#) of Office of Financial Management [payroll cutoff calendar](#).
2. Provide the pay period report which identifies the status of assaults.

C. Human resource's responsibility

After receipt of notice of approved assault benefit request from ERMO, human resources must key the employee on approved leave (personnel action form or equivalent) into HRMS by [day 2](#) of payroll cutoff.

D. Time and attendance keeper's responsibility

1. After receipt of notice of an approved assault benefit request from ERMO or employee's supervisor, the time and attendance keeper must enter the leave code 9025 into HRMS by [day 2](#) of payroll cutoff if the approval is received within 30 days of the date of the assault. If the assault leave is for time beyond 31 days from the date of assault, the

payroll office is responsible for entering assault leave.

2. Review time and leave entries from date of assault through date of approval and reconcile discrepancies within 30 days of receiving notification.
3. Track employee's attendance, assault leave usage and monitor employee's leave balance in HRMS and leave tracker as needed.
 - a. Notify the employee and supervisor if they are out of balance and discuss options with employee.
 - b. Report balances to supervisor as needed.
 - c. Coordinate any corrections with payroll office.

E. Payroll's responsibility

1. Receive notice of approved assault benefit request from ERMO and the L&I payment order. Payroll must ensure the total compensation received between L&I and the department does not exceed the current salary or wages approved for the position or employee.
2. Enter the leave code 9010 into HRMS by [day 3](#) of payroll cutoff
3. Verify employee on assault is paid based on L&I payment order.
4. Review report from ERMO to ensure all employees on assault were paid correctly.