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REMINDER
PROCEDURES FOR FILING A WORKERS' COMPENSATION CLAIM
FOR NON-PEDAGOGICAL TITLES

The Division of Financial Operations, Workers' Compensation Unit processes the claims for non-pedagogical titles. It is the responsibility of the employer to fill out the "Employer's Report of Work Related Accident/Occupational Disease" (C2) form on line. If you already have access to the FAMIS portal, please call the WC unit for access to the link in the portal. When calling; provide your name, user id, and DOE email address. If you do not have access to the portal, you may enter the C2 via the DOE intranet at the following link:

<https://dfiforms.nycenet.edu/workerscomp/validate.aspx>.

VERY IMPORTANT: Any employee that was absent during the anticipated payroll during the month of June must have their absences changed and charged to either sick time or leave without pay. This will avoid the employee being overpaid by the DOE. **After the corrections are done in payroll, please contact the WC Unit so they may update their records accordingly.**

All pertinent correspondence received at the WC Unit from the Law Department **or** from the State Workers' Compensation Board will be mailed to their corresponding site for review.

For further information, please refer to our webpage at:

<http://schools.nyc.gov/Offices/DFO/BusinessOperations/WorkersCompensation/Default.htm> or call the DOE Workers' Compensation Unit at 718-935-2213.