

2014 Office Managers' Meeting FAQ's

1. *Q: Are Workers' Compensation forms available on the PAC website?*

A: Yes, the Workers' Compensation forms are available on the PAC website under forms. (<http://www.pacga.org/site/content/53>)

2. *Q: Is there a notice provided to the circuits regarding the status of Workers' Compensation claims?*

A: PAC will provide the Circuit office with a copy of the initial Report of Injury which includes the WC claim#. Any subsequent updates must be requested by the Office Manager or District Attorney to Workers' Compensation at (877) 656-7475.

3. *Q: If we serve jury duty and receive a payment, are we required to submit that payment to PAC?*

A: You are not required to send PAC your payment for jury duty service.

4. *Q: Will the Leave Taken Report be available in the PAC Document Direct Portal?*

A: Yes, the Leave Taken Report will be available on a monthly basis in the PAC Document Direct Portal.

5. *Q: When a SPCR employee leaves DA employment, is the final paycheck mailed or direct deposit?*

A: The final paycheck for all employees will be direct deposit. However, the annual leave payout will be a paper check mailed to the last home address on file.

6. *Q: How will you ensure the Leave Balance Report is received by each circuit?*

A: The Leave Balance Report will be available on a monthly basis in the PAC Document Direct Portal.

7. *Q: Are the Victim's Witness Advocates, Exempt, or Non-Exempt employees?*

A: All of the Victim Witness Advocates are currently coded in our system as Non-Exempt. However some of the employees in this job category may actually be Exempt based on each employee's individual job functions. Further review is needed of each position in order to determine the correct FLSA classification.

8. *Q: How can I obtain a sample copy of PAC's Work Schedule & Attendance Policy Agreement?*

A: The Work Schedule & Attendance Policy Agreement is available on the PAC website on the 'HR & Payroll' department page.