INSTRUCTIONS FOR COMPLETING WORKER’S COMPENSATION FORMS

All three originally signed forms must be returned to the Worker’s Comp Coordinator in Human Resources (CL 710) within three (3) days of injury.

For the Employee – Employee’s Work Injury and Illness Report
2. Complete the Employee’s Work Injury and Illness Report.
3. Meet with supervisor providing details of injury. If supervisor cannot be reached contact the Worker’s Comp Coordinator. See contact info below.
4. Notify Worker’s Comp Coordinator if injury results in more than three days from work.

For the Supervisor – Supervisor’s Accident Analysis and Prevention Report
1. Complete the Supervisor’s Accident Analysis and Prevention Report.

For the Employee & Supervisor – Employer’s First Report of Injury or Disease
1. The Employee completes the Employee section on the Employer’s First Report of Injury or Disease.
2. The Supervisor completes the Injury Information section on the Employer’s First Report of Injury or Disease.

ADDitional INFORMATION

➢ Bills
All bills pertaining to your injury should be mailed to Human Resources or brought to the Human Resources Office (CL 710).

➢ Timesheet / Leave Report
Employee must indicate on their timesheet or leave report the time lost for the injury. Please use sick leave or vacation.

➢ Questions
Online resources are available on the UW-System website at: https://www.wisconsin.edu/workers-compensation/

Please contact Human Resources at hr@uwgb.edu or 920-465-2390 with any questions.