

**Florida A & M University  
Office of Human Resources**

**HR OPERATING POLICY-PROCEDURE**

**Procedure No. HR- 3010**

<b>Subject: Temporary Total Disability (TTD) Benefit Payments to Florida Department of Financial Services</b>	
<b>Authority: 1001.74 Florida Statutes</b>	<b>Effective Adopted Date: 03/30/2007</b>
<b>Revision(s)</b>	<b>3/2017</b>
<b>Related References</b>	
<b>Purpose</b>	To establish the procedure for processing invoices for temporary total disability (TTD) payments to Florida Department of Financial Services.

**1.0 General Information**

- A. Temporary Total Disability (TTD) benefits are paid to employees who are out of work due to a job-related injury or illness. Florida Department of Financial Services issues payments based on 2/3 of the claimant's salary to not exceed the standard average weekly wages. An invoice is generated monthly to request payment from the University to cover these benefits.

**2.0 Responsibilities**

- A. Invoice is e-mailed from Florida Department of Financial Services to the Coordinator of Employee Relations and the Risk Manager in Environmental Health and Safety.
- B. The Human Resources Coordinator is responsible for:
  - 1. Verification of Employees listed as being employed by FAMU
  - 2. Verification if claim is open and active
  - 3. Entering the appropriate department number (via PeopleSoft system) on the invoice to be charged.
  - 4. Submitting the invoice for payment to the Controller's Office.
- C. The Assistant Controller is responsible to process the invoice for payment and provide payment to the Florida Department of Financial Services.

**3.0 Procedures**

- A. The Human Resources Coordinator will review the invoice from the Florida Department of Financial Services to verify if the names listed on the invoice are actual FAMU employees via the PeopleSoft system.
- B. The Human Resources Coordinator will verify for each employee listed on the invoice that a claim was reported by FAMU.
- C. The Human Resources Coordinator will input the employee's paying department number on the invoice and submit to the Controller's Office for payment.

**4.0 Records**

- A. The adjusted invoices are maintained by the Office of Human Resources – Employee Relations Section.