

FECA and Pay Code 162—Transfer of FEHB to and from OWCP

This job aid provides the steps needed when an employee is awarded 100% Workers Compensation and they start to get paid directly by the Department of Labor. The award usually happens sometime after Continuation of Pay (45 days) and within one year of date of injury.

Below are the steps that must happen so both the employee's pay and benefits are correct:

1. You must officially code this employee under LWOP-OWCP in two HR systems—FPPS and Quicktime.
 - a. Initiate an action in FPPS using Chapter 15 of The Guide to Personnel Processing. The FPPS action should be coded as follows: NOA = 460. 15-A, Rule 26
 - b. Initiate an ONTRAC ticket within the Processing Branch Workspace request. Type “NonPay/LWOP Requests” with Benefits. You must do this so the ONTRAC ticket reaches the Benefits Branch. By doing this, the Benefits Branch will confirm if the employee has Federal Health Insurance (FEHB). If the employee has FEHB, the Benefits Branch is responsible for completing a SF-2810 to transfer his/her FEHB to the Department of Labor.
2. Code the employee’s time correctly in Quicktime.

Notify whoever is responsible for the employee’s timecard. The Timekeeper must code the employee’s timecard correctly to “162 FECA-OWCP.” This is the charge code to use after the COP and once they are being compensated (salary paid) by the Department of Labor.

If and when the employee returns to work, the SHRO is responsible for:

- Initiating a FPPS RTD (Return to Duty) action
- Initiating an ONTRAC ticket

By letting the Benefits Branch know your employee is returning to work from OWCP-LWOP, we then are notified that the employee’s FEHB needs to be transferred back to the National Park Service, and we again work directly with the Department of Labor to take care of this.

These initial steps must happen. If all of these steps are not done by the SHRO to notify the Benefits Branch, the employee will either lose his/her FEHB, or by not transferring it properly, there is the potential to create a huge debt for the employee. Over the past few years we have seen this happen more than we would like, and every time it could have been avoided.

Need help? Have questions? Call your Regional Employee Benefits representative at 1-877-642-4743 or email when one of your employees goes out on 100% OWCP-LWOP and we will work through all the details listed above.