

Frequently Asked Questions

1. *If I have an injury at work, what should I do?*
 - **Immediately** report the injury to your supervisor or the point of contact for your department.
 - Report the injury to the online portal - [“Report An Incident”](#)
2. *If I need medical attention, where do I go for treatment?*
 - ALL TTU/TTUHSC employees **MUST** seek treatment at an in-network provider with [CareWorks](#).
3. *If I do not need treatment?*
 - The online reporting is all that needs to be done.
4. *Will I need to fill out paperwork if I need to file a workman’s compensation claim?*
 - Yes, **ALL** the forms are on the webpage – [“Employee Workers’ Comp Packet”](#)
 - Email the complete packet to – ttus.workerscomp@ttu.edu
5. *After medical treatment what do I need to do?*
 - Please bring a copy of your work status report back to your supervisor. The supervisor will need to send a copy to - ttus.workerscomp@ttu.edu
6. *What if I am not able to return to work the day after my injury?*
 - Notify your supervisor and they will notify our office. Employees must report any lost time due to their injury to their supervisor and the Office of Risk Management.

Questions most frequently asked about the SORM packet

1. *What is the packet?*
 - It consists of state forms that are required by the State Office of Risk Management (SORM). They must be completed by the injured employee and their supervisor used to file the claim.
2. *Where can I find the packet?*
 - <https://www.texastech.edu/offices/risk-management>
3. *Which Election should I choose on the form “Employee’s Election Regarding Utilization of Sick and Annual Leave?”*
 - Election 1 (Employees are paid at 100% of their salary)
 - a. Employees will use their sick hours first and once exhausted they will take vacation hours.
 - b. Employees will use their sick hours then how many hours of vacation hours they elect.

- c. Employees will use only sick hours (no vacation hours)
- Election 2 (Employees are paid by the State 70–75 % of weekly salary)
 - a. Employees will not use any of their sick hours or vacation hours for compensation for lost time. SORM will pay temporary income benefits (TIBs) starting on the 7th consecutive day of lost time. SORM will only pay up to 70 – 75% of the employee’s weekly salary. A doctor’s note is required if the employee is removed from work for over 7 consecutive days.

4. *Will I receive a phone call and paperwork from SORM once I file a claim?*

- Yes, once your claim has been filed with the State. A State Adjuster will reach out to you both by phone and mail. This is your State Adjuster who can answer any questions you might have until your claim has been closed.

5. *How should I report my lost time?*

- Lost time is considered any time that you are scheduled to work but either have doctor’s appointments, physical therapy appointments and/or specialist appointments that take you away from work. Report the actual date/hours per day that you lose to your supervisor and also to the ttus.workerscomp@ttu.edu inbox. All lost time MUST be reported until the employee is released back to Full duty by the treating doctor.