

Filing a CA-7a

If you file a form CA-7 claiming compensation for intermittent dates, you must also complete form CA-7a, Time Analysis, to provide details on the specific dates and hours of compensation you are claiming.

You may file a CA-7a either immediately after submitting a CA-7 by clicking the button "File a CA-7a," or by locating the CA-7 form on your Employee Dashboard and clicking the link to the right of the form.

First, information about filing a CA-7a will be displayed. Click "File a CA-7a" to proceed.

Confirmation of the case for the associated CA-7 form will be displayed. Click "Continue" to proceed.

Your supervisor's email address and the period covered by the CA-7a form will be pre-populated based on information entered for the CA-7 form.

For the period covered by the CA-7a form, enter each date for which you are claiming compensation on a separate line. For each date you enter, indicate whether compensation is claimed and the number of hours of leave without pay (LWOP), work, holiday or leave you used on that date. If leave was used, indicate whether it was sick, annual or other leave using the drop down list. In the last column, also indicate the reason for your absence from work on the date you are claiming.

If you are claiming compensation for dates which cover a continuous period of LWOP or leave, you may enter a date range on one line using the "Date Range" button. For example, if your CA-7a covers a period of one month, but for one week during that month you used 40 continuous hours of LWOP, you may enter that one week period as a date range on one line of the CA-7a.

The total number of hours of LWOP, work, holiday and leave will be displayed from the information you entered in each column. You must indicate how many hours of LWOP and/or leave you are claiming. Note that the number of hours you claim may not be greater than the total for each column. If you claim compensation for leave, you will also need to complete form CA-7b, Leave Buy Back Worksheet/Certification and Election. At this time form CA-7b may not be submitted via ECOMP. You will need to contact your agency's workers' compensation coordinator for instructions on completing this form.

When you are ready to proceed, click "Continue."

Finally, confirmation of your employing organization, supervisor email address, period covered by the CA-7a form and hours claimed will be displayed. To proceed, click "Sign & Submit" and agree with the displayed statement.

Confirmation will be displayed that your CA-7a has been forwarded to your supervisor for review along with the ECOMP Control Number (ECN) for your form. You may view or save a copy of the form in PDF version using the "View" and "Get PDF" buttons. When finished, click "Done" to exit.