

WORKER'S COMPENSATION

Reporting a Workplace Injury

If you've sustained an injury or contracted an illness at work, please notify your supervisor as soon as possible. This is true even in circumstances where your injuries or illness may be minor and do not require medical treatment.

Employee: To begin a Worker's Compensation claim, complete the [Employee's Work Injury and Illness Report](#) . This document can be completed online. After completing the form, print the document, sign and date and submit it to your supervisor.

Supervisor: After reviewing the Employee's Work Injury and Illness Report, complete the [Supervisor's Report of Injury](#) . This document can be completed online. After completing the form, print the document, sign and date and submit both the Employee's Work Injury and Illness Report and Supervisor's Report of Injury to payroll.benefits@fammed.wisc.edu. To improve the timeliness of reporting, please scan and email the documents in lieu of using inter-departmental mail.