Steps to Report an Injury

1. **Accessing the Form**

   - Log into UKG.

   - Navigate to **My HR Actions** or **My Info > My HR > HR Actions**.

   - Find **FC- Employee Report of Injury** and click **Start**.

2. **Completing the Form**

   - Fill in personal information and the date/time of the injury.

   - Specify the location, task, equipment involved, and details of the injury.

   - Select the cause, affected body part, area, and type of injury.

   - Indicate the type of treatment received or needed.

   - Provide additional details and suggestions for injury prevention.

   - Sign the form with your UKG password.

3. **Uploading Documents (if applicable)**

   - Take pictures of the injury or contributing factors.

   - Upload relevant documents, such as a return-to-work slip.

4. **Submission**

   - Review the form for accuracy and completeness.

   - Hit **Submit** to send the form to the HR Department for processing.

Important Notes

- Report all injuries promptly, even if you do not initially seek medical treatment.

- Provide detailed information to ensure a smooth workers' compensation claim process.

- Complete all required fields to avoid saving errors.

Tips for Efficiency

- Use the plus (+) sign to adjust text visibility for easier reading.

- Be specific and thorough in describing the injury and its circumstances.

- If encountering errors while saving the form, ensure all required fields are filled & click save again, if no errors click sign even if you have already signed the form.

Contact for Assistance

- **Michelle Sorenson** at 882-3668 or email msorenson@ymcafoxcities.org or Sara Walgenbach at 920.216.1790 swalgenbach@ymcafoxcities.org.