

Receive Wage Replacement Payments

Once you're approved for Wage Replacement, you're eligible to receive payments.

DO NOT start reducing hours and reporting hours to BHMT before you and your manager have received your approval notice from BHMT. We cannot pay any wage reduction hours taken prior to the date of your approval into the program.

BHMT requires you to provide three items to begin processing your payments:

1. Send a copy of your most current KP paystub to LMP-Careers@kp.org.
2. Set up direct deposit (optional) by sending a voided check with the Direct Deposit Form.
3. Report your wage replacement hours based on your market's process.

Direct Deposit Form

TIP: Before reporting your wage replacement time, consult with your regional HR representative to ensure that your participation in the program does not impact your employment status or reduce your benefits.

Wage Replacement Reporting Hours by Market

You are now ready to start reducing your KP work time and reporting those reduced hours to BHMT for payment.

Wage Replacement Max Min

The process of reporting your wage replacement hours varies by market and state. This table defines the reporting process for each market.

MARKETS	REPORTING PROCESS
NCAL, SCAL, HI, GA, or NW	• Your manager or timekeeper must code your wage replacement hours using the "BEN" code in the TIME system as part of your regular KP payroll process.
CO or MAS	• Your manager or timekeeper must code your wage replacement hours as Absence Type in the HRconnect system. • Use the code Absence Unpaid Time 3, then select Ben Hudnall Memorial Trust Fund as the reason.

WA	- Participants must code wage replacement hours as Absence Type in the HRconnect system. - Use the code Absence Unpaid Time 4, then select Ben Hudnall Memorial Trust Fund as the reason.
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Wage Replacement Reporting Hours

Missing a Payment?

Didn't get your "BEN" time coded onto your timecard before the pay period closed? Or maybe forgot it completely? It happens from time to time, and we've got you covered.

- Complete a Reduced Hours Report (RHR).
- Get your manager's signature.
- Email it to LMP-Careers@kp.org by Tuesday at 5 p.m. PST to ensure your payment is included in the next BHMT check run.
- You will get a confirmation email once your payment has been processed.

Reduced Hours Report (RHR) – Excel Spreadsheet

Maintain Eligibility

To maintain your Wage Replacement application in "Active" status and continue receiving wage replacement payments without interruptions throughout your degree or certification program, you must:

- Complete all courses each academic term with a final grade of "C" or better. If you do not pass a course, you will need to work with a BHMT ASC before you can resume receiving wage replacement.
- Within 15 days after your term ends, upload a copy of your grades for that term to your Wage Replacement application.
- If you're starting a new term, you'll also need to upload your new class schedule within 15 days of the term starting.
- If your program has a clinical or practicum requirement, you may need to upload extra documents before that part of the program. Your Academic Success Coach can help you with what's needed.
- Stay enrolled in the same program and school that is listed on your Wage Replacement application. If you switch to a new program or school, you'll need to fill out a new Wage Replacement application to continue receiving payments.
- Complete an online check-in and/or meet with your BHMT ASC **twice a year** to track progress and to discuss any difficulties you may be experiencing. You should receive a link via email to our online check-in app twice a year.

- Respond to any communications from your BHMT Client Services Team (CDC, ASC, Program Specialist, or Client Services Rep) in a timely manner. If they're reaching out to you in regard to your program – it will be important.

IMPORTANT: If you're in a BHMT-partner school degree or graduate certificate program, you don't need to upload grades or schedules. If you have trouble uploading documents, **refer to this video** for help.

[Document Upload Tool](#)

Need Assistance?

Have questions about the Wage Replacement program? Check out the FAQs for quick answers.

Need a computer for class that you don't have to fight co-workers, family or friends to get time on? Visit the [Laptop Lending](#) page for more information.