

Time Reporting Codes (TRC) – FLSA NONEXEMPT EMPLOYEES

(If unsure of your FLSA status or Essential/Nonessential Status, please contact your supervisor)

TRC List

ADMPD – Administrative Leave

***ADMSP** – Administrative Leave

ADMWK – Administrative Leave days worked (Essential Employees Only)

***ADMWS** – Administrative Leave days worked (Essential Employees Only)

ADMPP – Accrued Administrative Leave Taken (Essential Employees Only)

***ADMCS** – Accrued Administrative Leave Taken (Essential Employees Only)

ANLVP – Annual Leave Taken

***ANNSP** – Annual Leave Taken

AWOLP – Unauthorized Leave Without Pay

CTPT – Compensatory Time Taken

***CTTSP** – Compensatory Time Taken

ENFLP – Enforced Leave Taken

***ENFSP** – Enforced Leave Taken

HOLCP – Holiday Comp Time Taken (earned for use when hours are worked on a holiday)

HOLTS – Holiday Comp Time Taken (earned for use when hours are worked on a holiday)

HOLPP – Holiday Hours Paid

***HOLPS** – Holiday Hours Paid USE ONLY WHEN INSTRUCTED BY PAYROLL

HREG – Hours Worked (Temporary employees only)

LWPHM – Military Leave Without Pay

LWPHW – Authorized Leave Without Pay

***LWPSD** – Authorized Leave Without Pay

OJC – On-call hours

REGHR – Regular hours worked

***REGSP** – Regular hours worked

SCKPP – Sick Leave Taken

***SCKSP** – Sick Leave Taken

* The asterisk denotes Time Reporting Codes used only by FLSA nonexempt employees on the 9-80 Alternative Workweek Schedule (every other Friday or Monday off) to report hours worked BEFORE NOON on the alternate day worked.

TRC Descriptions

ADMPD – Administrative Leave – NONESSENTIAL EMPLOYEES WHEN OFFICES ARE CLOSED

Used by “nonessential” employees for bad weather, hazardous working conditions. Employees may be designated “essential”, either at all times of employment or on a case-by-case basis depending on their job duties and circumstances. Management designates whether an employee is essential or nonessential.

***ADMSP – Administrative Leave – NONESSENTIAL EMPLOYEES WHEN OFFICES ARE CLOSED**

Code to report Administrative Leave on the alternative workday ONLY (Monday or Friday) to report hours before 12:00 p.m. (noon).

ADMWK – Administrative Leave Worked – ESSENTIAL EMPLOYEES ONLY

Code to accrue Administrative Leave by “essential” employees who are required to work when offices are closed. These employees earn up to 8 hours of administrative leave to use at a later date.

ADMWS – Administrative Leave Worked – ESSENTIAL EMPLOYEES ONLY

Code to accrue Administrative Leave by “essential” employees who are required to work when offices are closed for hours worked bef. These employees earn up to 8 hours of administrative leave to use at a later date.

ADMPP – Accrued Administrative Leave Used – ESSENTIAL EMPLOYEES ONLY

Used by “essential” employees who accrue Administrative Leave.

***ADMCS – Accrued Administrative Leave Taken ESSENTIAL EMPLOYEES ONLY**

Code to report accrued Administrative Leave on the alternative workday ONLY (Monday or Friday) to report hours before 12:00 p.m. (noon).

ANLVP – Annual Leave Taken

Most commonly used code to report Annual Leave taken.

***ANNSP – Annual Leave Taken**

Code to report Annual Leave on the alternative workday ONLY (Monday or Friday) to report hours before 12:00 p.m. (noon).

AWOLP – Unauthorized Leave Without Pay

Unpaid hours taken from work not authorized by the supervisor not covered by any type of paid leave.

CTPT – Compensatory Time Taken

Most commonly used code to report Compensatory Time taken.

***CTTSP – Compensatory Time Taken**

Code to report Compensatory Time taken on the alternative workday ONLY (Monday or Friday) to report hours before 12:00 p.m. (noon).

ENFLP – Enforced Leave Taken

Code used to report Enforced Leave taken.

***ENFSP – Enforced Leave Taken**

* The asterisk denotes Time Reporting Codes used only by FLSA nonexempt employees on the 9-80 Alternative Workweek Schedule (every other Friday or Monday off) to report hours worked BEFORE NOON on the alternate day worked.

Code to report Enforced Leave on the alternative workday ONLY (Monday or Friday) to report hours before 12:00 p.m. (noon).

HOLCP – Holiday Hour Comp Time

Code used to report hours taken that are earned by working on a holiday.

***HOLTS – Holiday Hour Comp Time**

Code used to report hours taken that are earned by working on a holiday when taken on the alternative workday ONLY (Monday or Friday) to report hours before 12:00 p.m. (noon).

HOLPP – Holiday Hours Paid

Code to report holiday hours on state recognized holidays.

***HOLPS – Holiday Hours Paid**

Code to report holiday hours on state recognized holidays on the alternative workday ONLY (Monday or Friday) to report hours before 12:00 p.m. (noon). USE ONLY WHEN INSTRUCTED BY PAYROLL

HREG – Hours Worked (Temporary employees only)

Code used to report hours worked by temporary employees.

LWPHM – Authorized Military Leave Without Pay – EMPLOYEES ENLISTED IN THE MILITARY ONLY

Code used to report Leave without Pay for enlisted military employees when deployed for military duty.

LWPHW – Authorized Leave Without Pay

Unpaid hours taken from work approved by the supervisor not covered by any type of paid leave.

***LWPSD – Authorized Leave Without Pay**

Code to report unpaid hours taken from work approved by the supervisor that is not covered by any type of paid leave on the alternative workday ONLY (Monday or Friday) to report hours before 12:00 p.m. (noon).

OJC – On-Call Hours – SUPERVISOR DESIGNATED

Used to report hours for employees who are on-call.

REGHR – Regular Hours Worked

Most commonly used code to report hours worked.

***REGSP – Regular Hours Worked**

Code to report hours worked on the alternative workday ONLY (Monday or Friday) to report hours before 12:00 p.m. (noon).

SCKPP – Sick Leave Taken

Most commonly used code to report Sick Leave taken.

***SCKSP – Sick Leave Taken –**

Code to report Sick Leave on the alternative workday ONLY (Monday or Friday) to report hours before 12:00 p.m. (noon).

* The asterisk denotes Time Reporting Codes used only by FLSA nonexempt employees on the 9-80 Alternative Workweek Schedule (every other Friday or Monday off) to report hours worked BEFORE NOON on the alternate day worked.