

CORE Self Service
Time Reporting Codes

TRC	Description	Explanation
CCE	Compensatory Time Earned	Use whenever an employee earns Comp Time.
CU	Compensatory Time Used	Use whenever an employee charges leave to Comp Time.
CUSK	Comp Used in lieu of Sick	Use when an employee has exhausted all sick time and is authorized to use Comp Time.
HCPN	Holiday Payment No Balance Adj	For NP-5 (Police) employees who are at the maximum balance and must be paid for holiday comp time.
HCU	Holiday Comp. Used	Use whenever an employee charges leave to Holiday Comp Time.
HCUSK	Holiday Time Used in lieu of Sick	Use when an employee has exhausted all sick time and is authorized to use Holiday Comp Time.
HOL	Holiday	Indicates that a regularly scheduled workday is a designated holiday. Part-time clerical and part-time SUOAF employees enter number of hours normally scheduled to work on day that holiday falls.
HPWC	Hol.Prem. Worked & Comp Earned	For those working in 24/7 operations for whom a designated holiday is both an actual workday and a premium holiday. Holiday Comp Time will be earned and an additional half day of pay, HPAP, will be created.
HPWP	Hol.Prem. Worked & Paid	For those working in 24/7 operations for whom a designated holiday is both an actual workday and a premium holiday. In addition to their regular pay the employee is paid at time and a half for working the premium holiday.
HWCE	Holiday Worked - Comp. Earned	Use when a non-premium holiday is worked and Holiday Comp Time is earned. (NP-2 Maintenance, NP-3 Clerical, SUOAF, Mgmt/Confidential)
HWPY	Holiday Worked - Paid for Hol.	Use when an employee works on a non-premium holiday. Straight time pay is created for the number of hours posted to HWPY.
HXCE	Holiday Comp Earned on Pass Dy	To be used when a designated holiday falls on an employee's regularly scheduled day off and they are entitled to Holiday Comp Time.
HXP	Holiday Paid on Pass Day	To be used for NP-5 (Police) when a designated holiday falls on an employee's regularly scheduled day off and they are at 100 hours max of comp time. REG or HOL must also be entered.
IFILR	Filler - No Effect	Non-pay informational Code only. Can be used for SUOAF employees to account for hours worked between 35 and 40 before comp time is earned.
LADLV	Administrative Leave Paid	Paid administrative leave (must be authorized in advance by HR).
LCVCF	Convention/Conference	Paid leave for attending an approved convention or conference.
LFRL	Furlough Day	Use to record an employee's furlough day off.
LJURY	Jury Duty	Paid leave to record employee's jury service. (Forward court documentation to HR.)
LMILT	Military Leave	Paid leave for an employee who is a member of the military to attend field training. Not to exceed 3 calendar weeks per year. (Forward military orders to HR.)
LPFLV	Professional Leave	Paid professional leave for AAUP Library employees.
LPRTY	Agency/Union Picnic or Party	Paid leave to attend union and/or agency sponsored events.
LSABP	Sabbatical Leave With Pay	Paid leave for those bargaining units that provide for paid sabbatical leave.
LUBLP	Union Business Leave Paid	Paid leave for union stewards and other union officials when they are authorized to leave their work site on Union Business Leave (UBL) . This time is deducted from the contractual bank of hours provided in each contract for such things as steward training, conventions, etc. This leave must be pre-approved by OLR.
LWGOV	Governor Granted Time Off	Paid leave when the Governor closes state agencies due to emergencies or severe weather conditions.
LWWTR	Weather Closing	Paid leave when agencies are closed as a result of weather conditions.

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LWXIN	State Exam/Interview	Paid leave for an employee to take a state examination or to attend a state interview.
OVT	Overtime - General OT Code	Use whenever the rules should be used to calculate overtime
PL	PL Personal Leave	Use to record PL time taken.
PLSK	PL in lieu of Sick	Use when an employee has exhausted all sick time and is authorized to use PL.
REG	Regular	Regular hours worked.
REGH	Regular Pay on Holiday	To be used when an employee's schedule or shift results in the employee receiving the benefit of the Holiday on other than the legally designated day. HOL should be entered for the day on which the employee receives the holiday and REGH should be used to record time for the day on which the holiday is scheduled. (A&R day after Thanksgiving)
RTRNG	Training	Use when an employee is at training.
SFAM	Sick Family	Use when employee uses Sick Time to attend to illness or injury in immediate family.
SFFNR	Sick Funeral Immediate Family	Use when employee uses Sick Time to attend to a funeral in their immediate family.
SFNRL	Sick Funeral Non Immediate Fam	Use when an employee is using Sick Time to attend a funeral for other than their immediate family.
SICK	Sick Employee Illness	Employee uses Sick Time for their own illness.
SP	Sick Medical/Dental/Eye Appt	Use for an employee's medical appointments.
SPR	SickParental,Birth,Adopt,Cstdy	Use for parental leave. This encompasses birth, adoption and taking custody of a child.
ULAW	LAW Leave Authorized Unpaid	Unpaid authorized leave.
ULFFN	LAW Family Funeral - Unpaid	Unpaid leave for a family funeral as employee has exhausted their sick time.
ULFNR	LAW Funeral- Unpaid	Unpaid leave for a non-immediate family funeral as employee has exhausted their sick leave.
ULPL	LAW Personal Leave - Unpaid	Unpaid leave as employee has exhausted PL time.
ULSCK	LAW Sick Employee - Unpaid	Unpaid leave as employee has exhausted sick time.
ULSFM	LAW Sick Family - Unpaid	Unpaid sick family time as employee has exhausted sick time.
ULTAR	LAW Tardy - Unpaid	Unpaid leave - employee is tardy.
ULU	LAW Leave Unauthorized-Unpaid	Unpaid unauthorized leave.
ULUNC	LAW Leave Unauthorized-No Call	Unpaid unauthorized leave - no call/no show.
ULVAC	LAW Vacation - Unpaid	Unpaid leave - employee has exhausted vacation time.
UUBLU	LAW Union Business Lv Unpaid	Unpaid leave -employee is on unpaid union business leave.
UVLRP	Vol. Lv. Sched. Reduction Prg.	Unpaid Leave - Employee is participating in the voluntary schedule reduction program.
VAC	Vacation	Use when employee takes Vacation leave.
VS	Vacation in lieu of Sick	Use when an employee has exhausted Sick time and is authorized to use Vacation time.

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WSPC	WC Medical Appt.	Use to record a Workers' Compensation related medical appointment once an employee has returned to work. This time is not deducted from the employee's accrued leave balances. Note: The appointment should be 1/2 of a work day or less. Provide confirmation of appt. from medical provider to HR.
XHDKH	Snow and Ice Removal 1.70	Maintenance Bargaining Unit NP-2 provides for the payment of an hourly premium for working on snow and ice removal.
WWHRG	WC Hearing	Use to record a Workers' Compensation related hearing once an employee has returned to work.
XOCBH	On Call/Standby 1.00	NP-2 (Mtce), NP-3 (Clerical), and NP-5(Police), provide for a \$1 per hour payment for those who are on call or standby. This code must be entered in addition to any REG time posted. Do not enter more than 100 hours per pay week (Friday through Thursday).
XPYD2	Pay Differential - Office in Charge	For NP-5 (Police) employees use to pay a differential at the rate of \$.60 per hour for being designated as the Officer in Charge.