

Frequently Used Time Reporting Codes

TRC	Name	Description
BEV	Bereavement	Used when release time is granted due to death in immediate family. Check with contracts to see if eligible.
CES	Compensatory Ovt Straight	When employee earns compensatory time at the straight rate in lieu of payment for overtime worked.
CRT	* Court Time	Used when in attendance at a court proceeding for which the employee may receive paid release time.
CTU	Comp Overtime Used	When employee utilizes earned compensatory overtime.
FSK	Family Sick Time	Reflecting the use of sick time due to family illness.
HCTES	Hol Comp Time Earned Straight	Used when employee works on a holiday and does not receive HPS, but instead earns compensatory holiday time.
HCTU	Holiday Comp Time Used	Used when employee uses earned holiday compensatory time.
HOL	Holiday	This is a system-generated code indicating an employee's regular work day is a holiday. It does not need to be entered.
HPS	Holiday Paid Straight	Used to pay employee for holiday hours worked, or when an employee's regular day off is on a holiday and the employee will receive an extra day's pay for that week.
JDY	* Jury Duty	Used when a benefited employee is out due to jury duty.
JDYNB	* Jury Duty Non Benefited	Used when a non-benefited employee is out due to jury duty.
MATNP	Maternity Leave NOP	Used when employee is out on maternity leave but will not be paid for hours absent.
MATP	Maternity Leave Personal	Used when employee is out on maternity leave and uses accrued personal time.
MATPD	Maternity Leave Paid	Used when employee is out on maternity leave and a portion of the leave is paid. Check with contracts to see if eligible.
MATS	Maternity Leave Sick	Used when employee is out on maternity leave and uses accrued sick time.
MATV	Maternity Leave Vacation	Used when employee is out on maternity leave and uses accrued vacation time.
MLA	* Med Leave of Absence No Pay	Used to indicate unpaid absence due to illness; no sick time to cover absence; or does not wish to use any accrued time.
NBONP	Non Benefited Ovt Premium Pay	Used when a non-benefited employee is to be paid overtime at time-and-a-half rate.
NBONS	Non Benefited Ovt Straight Pay	Used when a non-benefited employee is to be paid overtime at his/her straight rate.
NOP	** No Pay	Used when employee is authorized to be out but will not be paid for hours absent.
OVS	Overtime Straight Pay	Used when a benefited employee is to be paid overtime at his/her straight rate.
PER	Personal Time	Used when employee uses accrued personal time.
PUT	* Paid Union Time	Used when employee is out due to an authorized union activity.
REE	Regular Time	Used when non-benefited employee is working.
REG	Regular Time	Used when benefited employee is working.
SIB	* Sick Leave Bank	Used when a sick leave bank member is approved to draw on the sick leave bank for a specific amount of time.
SIC	Sick Time	Used when an employee is out due to illness or for doctor's appointment.
UNP	** Unauthorized No Pay	Used when employee takes an unauthorized leave and will not be paid.
VAC	Vacation Time	Used when employee uses accrued vacation time.

* Documentation required. Please contact Human Resources to find out what documentation is needed.

** If an employee is off the payroll for any part of the day before or after a holiday, he/she will not be compensated for the holiday.