

## **Time Reporting Codes (TRC) – FLSA EXEMPT EMPLOYEES**

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

### **TRC Codes and 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.

#### **ADMPP – Administrative Leave Used – ESSENTIAL EMPLOYEES ONLY**

Used by “essential” employees who accrue Administrative Leave (see next TRC).

#### **ADMWK – Administrative Leave Worked – ESSENTIAL EMPLOYEES ONLY**

Accrued 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.

#### **ANLVP – Annual Leave Taken**

Most commonly used code to report Annual Leave taken.

#### **CTPT – Compensatory Time Taken**

Most commonly used code to report Compensatory Time taken.

#### **ENFLP – Enforced Leave Taken**

Code used to report Enforced Leave taken.

#### **HOLCP – Holiday Hour Comp Time**

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

#### **HOLPP – Holiday Hours Paid**

Code used to report holiday hours on state recognized holidays.

#### **LWOPS – Authorized Leave Without Pay**

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

#### **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.

#### **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.

#### **SCKPP – Sick Leave Taken**

Most commonly used code to report Sick Leave taken.