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.