

Time Reporting Codes (TRC) for FLSA Nonexempt (NE) Employees

Some of the codes described are visible only to the supervisor. If the employee cannot find the code to use, the supervisor should be notified to enter the hours needing to be reported.

TRC List

ADMPPD – Administrative Leave Taken

*** ADMSP –Administrative Leave Taken (NE employees on alternative workweek schedule only)**

ADMWK – Administrative Leave days worked (Essential NE employees Only)

*** ADMWS – Administrative Leave days worked ((Essential NE employees on alternative workweek schedule only)**

ADMPP – Accrued Administrative Leave Taken (Essential NE Employees Only)

*** ADMCS – Accrued Administrative Leave Taken (Essential NE employees on alternative workweek schedule only)**

ANLVP – Annual Leave Hours Paid (Taken)

*** ANNSP – Annual Leave Taken (NE employees on alternative workweek schedule only)**

AWOLP – Unauthorized Leave Without Pay

***AWOLS – Unauthorized Leave Without Pay (NE employees on alternative workweek schedule only)**

CTPT or CTPT1 – Compensatory Time Taken

*** CTTSP – Compensatory Time Taken (NE employees on alternative workweek schedule only)**

ENFLP – Enforced Leave Taken

*** ENFSP – Enforced Leave Taken (NE employees on alternative workweek schedule only)**

HOLPP – Holiday hours paid

*** HOLPS – Holiday hours paid (NE employees on alternative workweek schedule only)**

HOLCP – Banked Holiday Taken

*** HOLTS – Banked Holiday Taken (NE employees on alternative workweek schedule only)
(banked for use when hours are worked on a holiday)**

JURYE – Jury Duty hours paid

*** JURYS – Jury Duty hours paid (NE employees on alternative workweek schedule only)**

LWPHM – Military Leave Without Pay

LWPHS or LWPHW – Authorized Leave Without Pay

*** LWPSD– Authorized Leave Without Pay (NE employees on alternative workweek schedule only)**

OJC – On-call hours

REGHR – Regular hours worked

*** REGSP – Regular hours worked (NE employees on alternative workweek schedule only)**

SCKPP – Sick Leave Taken

*** SCKSP – Sick Leave Taken (NE employees on alternative workweek schedule only)**

* Denotes the split codes required to report hours for a FLSA Nonexempt employee on the Alternating Friday or Monday off schedule.

TRC Descriptions

ADMINISTRATIVE LEAVE FOR “NONESENTIAL” EMPLOYEES WHEN OFFICES ARE CLOSED

Employees that are excused from work when offices are closed

ADMPD – Administrative Leave

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 – (ALTERNATIVE WORKWEEK SCHEDULE ONLY)**

Code used to designate Administrative Leave by “nonessential” employees when offices are closed on the alternative workday ONLY (Monday or Friday) to report hours to be paid **before** 12:00 p.m. (noon).

ADMINISTRATIVE LEAVE FOR “ESSENTIAL” EMPLOYEES WHEN OFFICES ARE CLOSED

Employees that are expected to report to work when offices are closed

ADMWK – Administrative Leave Worked

Leave 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. Must be entered with REGHR code to accrue leave and to be paid for the hours worked.

***ADMWS – Administrative Leave Worked – (ALTERNATIVE WORKWEEK SCHEDULE ONLY) ESSENTIAL EMPLOYEES ONLY**

Code used to accrue Administrative Leave by “essential” employees who are required to work when offices are closed on the alternative workday ONLY (Monday or Friday) to report hours worked **before** 12:00 p.m. (noon). Must be entered with REGSP code to accrue leave and to be paid for the hours worked.

ADMPP – Administrative Leave Used

Code most commonly used to report accrued Administrative Leave hours taken by “essential” employees.

***ADMCS – Accrued Administrative Leave Used – (ALTERNATIVE WORKWEEK SCHEDULE ONLY)**

Code to report accrued Administrative Leave hours taken by “essential” employees on the alternative workday ONLY (Monday or Friday) to report hours worked **before** 12:00 p.m. (noon).

***** If an employee is considered essential and does not report to work they must use the appropriate type of leave to cover their absence *****

* Denotes the split codes required to report hours for a FLSA Nonexempt employee on the Alternating Friday or Monday off schedule.

TRC Descriptions

ANLVP – Annual Leave Taken

Most commonly used code to report Annual Leave taken.

***ANNSP – Annual Leave Taken – (ALTERNATIVE WORKWEEK SCHEDULE ONLY)**

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

AWOLP – Unauthorized Leave Without Pay (LWOP)

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

***AWOLS – Unauthorized Leave Without Pay (LWOP) (ALTERNATIVE WORKWEEK SCHEDULE ONLY)**

Code to report unauthorized leave without pay on the alternative workday ONLY (Monday or Friday) **before** 12:00 p.m. (noon).

CTPT or CTPT1 – Compensatory Time Taken

Most commonly used code to report Compensatory Time taken.

***CTTSP – Compensatory Time Taken (ALTERNATIVE WORKWEEK SCHEDULE ONLY)**

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

ENFLP – Enforced Leave Taken

Code used to report Enforced Leave taken.

*** ENFSP – Enforced Leave Taken (ALTERNATIVE WORKWEEK SCHEDULE ONLY)**

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

HOLPP – Holiday Hours Paid

Most commonly used code to report holiday hours.

*** HOLPS – Holiday Hours Paid (ALTERNATIVE WORKWEEK SCHEDULE ONLY)**

Code to report holiday hours on the alternative workday ONLY (Monday or Friday) to report holiday hours **before** 12:00 p.m. (noon). *Each holiday is different.* Refer to the schedules in the AWS calendar to determine whether the holiday should be split.

HOLCP – Banked Holiday Hours Taken

Code used to report hours taken from holiday “banked” for later use after working on a holiday.

*** HOLTS – Banked Holiday Hours Taken (ALTERNATIVE WORKWEEK SCHEDULE ONLY)**

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

* Denotes the split codes required to report hours for a FLSA Nonexempt employee on the Alternating Friday or Monday off schedule.

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

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

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 (ALTERNATIVE WORKWEEK SCHEDULE ONLY)**

Code to report authorized leave without pay on the alternative workday ONLY (Monday or Friday) to report hours worked **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 all hours worked.

*** REGSP – Regular Hours Worked (ALTERNATIVE WORKWEEK SCHEDULE ONLY)**

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

SCKPP – Sick Leave Taken

Most commonly used code to report Sick Leave taken.

*** SCKSP – Sick Leave Taken – (ALTERNATIVE WORKWEEK SCHEDULE ONLY)**

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

* Denotes the split codes required to report hours for a FLSA Nonexempt employee on the Alternating Friday or Monday off schedule.