

Common Time Reporting Codes (TRC)
Typically Used for Exempt, Non-Exempt, and Students

CATEGORIES OF TRC CODES	DESCRIPTION
Time Worked	
REG	Regular Hours
OTS	Overtime - Straight Rate (time worked from 37.5 to 40 hours)
OPT	Overtime Premium (time worked over 40 hours)
Staff Hybrid Remote Work Program	
REGEH	Regular Hours for Exempt Staff working Hybrid
REGWH	Regular Hours for Non-Exempt Staff working Hybrid
REGHO	Reg Hours for Non-Exempt Staff working Hybrid with Overtime on the same day
Holiday	
FHL	Floating Holiday (employee may use this once per year)
HOL	Holiday
Time Off	
VAC	Vacation
SICK	Sick Leave
SCKFM	Sick Leave - Family Member (will be taken from sick time balance)
BRVMT	Bereavement (will be taken from sick time balance)
JURY	Jury Duty
PPL	Paid Parental Leave
UNPDL	Unpaid Leave Time (reduce regular pay, for non-exempt employees)
UPE	Unpaid Leave Exempt (reduce regular pay, for exempt employees)
Family & Medical Leave (FML)	
FMLSS	FMLA Self Sick Leave (personal FMLA, sick)
FMLSV	FMLA Self Vacation (personal FMLA, vacation)
FMLSU	Unpaid FMLA Self (personal FMLA, unpaid)
FMLFS	FMLA Family Sick (family FMLA, sick)
FMLFV	FMLA Family Vacation (family FMLA, vacation)
FMLFU	Unpaid FMLA Family (family FMLA, unpaid)
Emergency or Disaster	
EMERG	Emergency Closing (campus closed due to emergency)
EMGWK	Emergency Closing- worked (employee worked on emergency closing)
OPTEM	Overtime Emergency - .5 (one-half hourly rate)
Students	
NWS	Student Non-work-Study
SNW	Summer - Non Work-Study
SWS	Summer Work Study (not registered)
WSR	Work Study