

CoreCT Time Reporting Codes (TRC)

TRC	Description	Explanation
CCE	Compensatory Time Earned	Use whenever an employee earns Comp Time.
CU	Compensatory Time Used	Use whenever an employee charges leave to Comp Time.
HCFH	FMLA Combo Family Holiday Comp	Use when employee is using Holiday Comp Time for family matters under both the State and Federal FMLA.
HCFHL	FMLA Combo Family Holiday	Use when employee is out on FMLA and there is a holiday during the time the employee is out this is used for family matters under both the State and Federal FMLA
HCMH	FMLA Combo Medical Holiday Comp	Use when employee is using Holiday Comp Time for personal medical matters under both the State and Federal FMLA.
HCMHL	FMLA Combo Medical Holiday	Use when employee is out on FMLA and there is a holiday during the time the employee is out this is used for personal medical matters under both the State and Federal FMLA
HCU	Holiday Comp Time Used	Use whenever an employee charges leave to Holiday Comp Time.
HFFH	FMLA Federal Family Holiday Comp	Use when employee is using Holiday Comp Time for family matters in accordance with the Federal FMLA.
HFFHL	FMLA Federal Family Holiday	Use when employee is out on FMLA and there is a holiday during the time the employee is out this is used for family matters in accordance with the Federal FMLA
HFMH	FMLA Federal Medical Holiday Comp	Use when employee is using Holiday Comp Time for personal medical matters in accordance with the Federal FMLA.
HFMHL	FMLA Federal Medical Holiday	Use when employee is out on FMLA and there is a holiday during the time the employee is out this is used for personal medical matters in accordance with Federal FMLA
HOL	Holiday	Indicates that a regularly scheduled workday is a designated holiday. In most cases this will not have to be entered as specific rules have been written to process and record such holidays. If employee is a positive time entry employee this TRC should be entered instead of REG. If the employee is a full-time exception time reporting employee the employee's scheduled hours will be converted to HOL. If HOL is entered on the holiday for a part or full time employee the number of hours entered will be saved and will override the holiday rules.
HPWC	Holiday Premium Worked & Comp Earned	For those working in 24/7 operations for whom a designated holiday is both an actual workday and a premium holiday. In addition to their regular pay the employee will receive Holiday Comp Time and an additional half day of pay. This will ensure that the appropriate holiday rules are run. Holiday Comp Time will be earned and an additional half day of pay, HPAP, will be created.
HPWP	Holiday Premium Worked & Paid	For those working in 24/7 operations for whom a designated holiday is both an actual workday and a premium holiday. This will ensure that the appropriate holiday rules are run and additional payments made. In addition to their regular pay the employee is paid at time and a half for working the premium holiday.
HS	Holiday Taken On Holiday Sick	For those working in 24/7 operations for whom a designated holiday is an actual workday but who wish to use Sick time instead. This will ensure that the appropriate holiday rules are run. No deduction is made from the Sick Leave balance.
HSFH	FMLA State Family Holiday Comp	Use when employee is using Holiday Comp Time for family matters under the State's FMLA.
HSFHL	FMLA State Family Holiday	Use when employee is out on FMLA and there is a holiday during the time the employee is out this is used for family matters under the State FMLA
HSMH	FMLA State Medical Holiday Comp	Use when employee is using Holiday Comp Time for personal medical matters under the State's FMLA.
HSMHL	FMLA State Medical Holiday	Use when employee is out on FMLA and there is a holiday during the time the employee is out this is used for personal medical matters under the State's FMLA
HV	Holiday Taken On Holiday Vacation	For those working in 24/7 operations for whom a designated holiday is an actual workday but who wish to use Vacation time instead. This will ensure that the appropriate holiday rules are run. No deduction is made from the Vacation Leave balance.
HWCE	Holiday Worked Comp Time Earned	Use when a non-premium holiday is worked and Holiday Comp Time is earned. REG or HOL must also be entered. Part Timers with Zero hour schedule must also post REG or HOL
HWPY	Holiday Worked Paid for Holiday	Use when an employee works on a non-premium holiday and payment in addition to regular pay is earned.
HXCE	Holiday Comp Time Earned on Pass Day	To be used when a designated holiday falls on an employee's regularly scheduled day off and they are entitled to Holiday Comp Time. This must be entered. It is not generated by a rule.
HXP	Holiday Paid on Pass Day	To be used when a designated holiday falls on an employee's regularly scheduled day off and they are entitled to additional pay. This must be entered. It is not generated by a rule. REG or HOL must also be entered.
LADLV	Administrative Leave Paid	Employee receives their regular pay. Paid administrative leave.
LCMO	Career Mobility	Employee receives their regular pay. Use when employees who belong to 1199 take time that should be charged to the Career Mobility Fund.
LCVCF	Convention/Conference	Employee receives their regular pay. Use to record attendance at an approved convention or conference.
LJURY	Jury Duty	Employee receives regular pay. Use to record employee's jury service.
LMILA	Military Leave Active Duty	Employee receives their regular pay. Use when an employee is called to active military duty. Entitled to pay for up to 30 calendar days in a calendar year.
LMILD	Military Leave Weekend Drills	For use by employees in the NP-6 bargaining unit who are active Reservists and need to attend weekend drills.
LMILT	Military Leave	Employee receives regular pay. Use when an employee who is a member of the military attends field training. Not to exceed 3 calendar weeks a year.

LPFLV	Professional Leave	Employee receives regular pay. Use for professional leave.
LPRTY	Agency/Union Picnic or Party	Employee receives regular pay. Some bargaining units provide paid time off to attend union and/or agency sponsored events.
LSCHR	School or Teacher Recess	Employee receives regular pay for school recess.
LUADP	Union Contract Admin. Paid	Employee receives regular pay. Paid leave for union officials to participate in contract negotiations.
LUBLP	Union Business Leave Paid	Employee receives regular pay. Paid leave for stewards and other union officials when they are authorized to leave their work site on union business.
LWEDU	Education Leave Paid	Employee receives regular pay. Paid education leave.
LWGOV	Governor Granted Time Off	Employee receives regular pay. Use when the Governor closes state agencies due to emergencies or severe weather conditions.
LWWTR	Weather Closing	Employee receives regular pay. Use when agencies are closed as a result of weather conditions.
LWXIN	State Exam/Interview	Employee receives regular pay. Time off for an employee to take a state examination or to attend a state interview.
OVT	Overtime - General OT Code	Use whenever the rules should be used to calculate overtime
PCFP	FMLA Combo Family Personal Leave	Use when employee is using PL Time for family matters under both the State and Federal FMLA.
PCMP	FMLA Combo Medical Personal Leave	Use when employee is using PL Time for personal medical matters under both the State and Federal FMLA.
PCSP	WC PL <= 3 Days	Use when employee elects to use PL time for the first 3 days on Workers' Compensation.
PFFP	FMLA Federal Family Personal Leave	Use when employee is using PL Time for family matters in accordance with the Federal FMLA.
PFMP	FMLA Fed Medical Personal Leave	Use when employee is using PL Time for personal medical matters in accordance with the Federal FMLA.
PL	PL Personal Leave	Use to record PL time taken.
PLSK	PL in lieu of Sick	Use when an employee has exhausted all sick time and is authorized to use PL.
PSFP	FMLA State Family Personal Leave	Use when employee is using PL Time for family matters under the State's FMLA.
PSMP	FMLA State Medical Personal Leave	Use when employee is using PL Time for personal medical matters under the State's FMLA.
REG	Regular	Regular time.
RLDY	Regular Light Duty	Use when an employee is assigned to light duty.
RTRNG	Training	Use when an employee is at training.
RUBRL	Union Business Release	Use when a steward or union official is authorized to attend to union business at their work site.
SCFS	FMLA Combo Family Sick	Use when employee is using Sick Time for family matters under both the State and Federal FMLA. This TRC counts towards sick family time.
SCMB	FMLA Combo Medical Sick Leave Bank	Use when employee is using Sick Time from a Sick Leave Bank for personal medical matters under both the State and Federal FMLA.
SCMD	FMLA Combo Medical Sick Donation	Use when employee is using Sick Time that has been donated by other employees for personal medical matters under both the State and Federal FMLA.
SCSS	WC Sick <= 3 Day	Use when employee elects to use Sick time for the first 3 days on Workers' Compensation.
SFAM	Sick Family	Use when employee uses Sick Time to attend to family illness.
SFFNR	Sick Funeral Immediate Family	Use when employee uses Sick Time to attend to a funeral in their immediate family.
SFFS	FMLA Federal Family Sick	Use when employee is using Sick Time for family matters in accordance with the Federal FMLA. This TRC counts towards Sick Family time.
SFMB	FMLA Fed Med Sick Leave Bank	Use when an employee is using Sick Leave Bank while also eligible for Federal Medical Leave.
SFMD	FMLA Fed Med Sick Donation	Use when an employee is using Sick Leave Donation while also eligible for Federal Medical Leave.
SFMS	FMLA Federal Medical Sick	Use when employee is using Sick Time for personal medical matters in accordance with the Federal FMLA.
SFNRL	Sick Funeral Non Immediate Family	Use when an employee is using Sick Time to attend a funeral for other than their immediate family.
SICK	Sick Employee Illness	Employee uses Sick Time for their own illness.
SP	Sick Medical/Dental/Eye Appt	Use for an employee's medical appointments.
SPR	Sick Parental, Birth, Adoption, Custody	Use for parental leave. This encompasses birth, adoption and taking custody of a child.
SSFS	FMLA State Family Sick	Use when employee is using Sick Time for family matters under the State FMLA. This TRC counts towards Sick Family time.
UBSU	FMLA Combo Spouse Unpaid	Unpaid Leave - Federal/State Illness of spouse.
UCCU	FMLA Combo Child Unpaid	Unpaid Leave - Federal/State Illness child.
UCFU	FMLA Combo Maternity Unpaid	Unpaid Leave - Federal/State Birth of child.
UCMU	FMLA Combo Employee Unpaid	Unpaid Leave - Federal/State Illness of employee.
UCPU	FMLA Combo Own Parent Unpaid	Unpaid Leave - Federal/State Illness of parent.
UCSU	WC Unpaid <=3 Days	Use for the first three days on workers' compensation when an employee either has no accrued leave or elects not to use it AND the claim does not exceed 3 days.
UFCU	FMLA Federal Child Unpaid	Unpaid Leave - Federal -Illness of child.
UFFU	FMLA Federal Maternity Unpaid	Unpaid Leave - Federal -Birth of Child.
UFMU	FMLA Federal Employee Unpaid	Unpaid Leave - Federal - Illness of employee.
UFPU	FMLA Federal Own Parent Unpaid	Unpaid Leave - Federal - Illness of parent.
UFSU	FMLA Federal Spouse Unpaid	Unpaid Leave - Federal -Illness of spouse.
UFURL	LAW Furlough Day - Unpaid	Unpaid furlough day.
UFWC	Unpaid FMLA Workers Compensation	For use when an employee has a workers' comp claim and is also eligible for Federal Medical Leave. It can be used for 100% claims and 75% (not supplementing) claims.

		Medical Leave. It can be used for 100% claims and 75% (not supplementing) claims.
ULADM	LAW Administrative Leave w/o Pay	Administrative leave without pay.
ULAW	LAW Leave Authorized Unpaid	Unpaid authorized leave.
ULCTX	LAW Comp Time Exhausted	Unpaid leave once Comp Time has been exhausted.
ULEDU	LAW Educational Leave Unpaid	Unpaid educational leave.
ULFFN	LAW Family Funeral - Unpaid	Unpaid leave for a family funeral as employee has exhausted their sick time.
ULFNR	LAW Funeral- Unpaid	Unpaid leave for a non-family funeral as employee has exhausted their sick leave.
ULHOL	LAW Holiday -Unpaid	Unpaid leave as employee has exhausted holiday time.
ULMAT	LAW Maternity Leave Unpaid	Unpaid maternity leave.
ULMIL	LAW Military Leave - Unpaid	Unpaid military leave. Employee will not receive an accrual award.
ULML	LAW Military Leave Unpaid - with Accruals	Unpaid military leave. Employee will still receive an accrual award.
ULPL	LAW Personal Leave - Unpaid	Unpaid leave as employee has exhausted PL time.
ULSAB	LAW Sabbatical	Unpaid Leave - Sabbatical.
ULSCK	LAW Sick Employee - Unpaid	Unpaid leave as employee has exhausted sick time.
ULSCR	LAW School/Teach Recess-Unpaid	Unpaid school recess.
ULSFM	LAW Sick Family - Unpaid	Unpaid sick family time as employee has exhausted sick time.
ULSPR	LAW Parental, Birth, Adoption, Custody	Unpaid parental leave as employee has exhausted sick time.
ULSUR	LAW Summer Recess - Unpaid	Unpaid summer recess.
ULTAR	LAW Tardy - Unpaid	Unpaid leave - employee is tardy.
ULU	LAW Leave Unauthorized-Unpaid	Unpaid unauthorized leave.
ULUNC	LAW Leave Unauthorized-No Call	Unpaid unauthorized leave - no call/no show.
ULVAC	LAW Vacation - Unpaid	Unpaid leave - employee has exhausted vacation time.
USCU	FMLA State Child Unpaid	Unpaid Leave - State - Illness child.
USFU	FMLA State Maternity Unpaid	Unpaid Leave - State - Birth of child.
USMU	FMLA State Employee Unpaid	Unpaid Leave - State - Illness of employee.
USPU	FMLA State Own Parent Unpaid	Unpaid Leave - State - Illness of parent.
USSU	FMLA State Spouse Unpaid	Unpaid Leave - State - Illness of spouse.
USUSP	LAW Suspension Unpaid	Unpaid leave - employee is suspended without pay. Note: this code should only be used on Adjust Paid Time.
UUBLU	LAW Union Business Leave Unpaid	Unpaid leave -employee is on unpaid union business leave.
UVLEP	Unpaid Voluntary Leave ED Prof	Unpaid Leave - Educational Professor is participating in the voluntary schedule reduction program.
UVLRP	Voluntary Leave Schedule. Reduction Program	Unpaid Leave - Employee is participating in the voluntary schedule reduction program.
VAC	Vacation	Use when employee takes Vacation.
VCFV	FMLA Combo Family Vacation	Use when employee is using Vacation Time for family matters under both the State and Federal FMLA.
VCMV	FMLA Combo Medical Vacation	Use when employee is using Vacation Time for personal medical matters under both the State and Federal FMLA.
VCSV	WC Vac. <= 3 Days	Use when employee elects to use Vacation Time for the first 3 days on Workers' Compensation.
VFFV	FMLA Federal Family Vacation	Use when employee is using Vacation Time for family matters in accordance with the Federal FMLA.
VFMV	FMLA Federal Medical Vacation	Use when employee is using Vacation Time for personal medical matters in accordance with the Federal FMLA.
VH	Vacation Used on Holiday	Use in 24/7 operations when an employee is scheduled to work on a holiday and uses vacation time instead.
VS	Vacation in lieu of Sick	Use when an employee has exhausted Sick time and is authorized to use Vacation time.
VSFV	FMLA State Family Vacation	Use when employee is using Vacation Time for family matters in accordance with the State FMLA.
VSMV	FMLA State Medical Vacation	Use when employee is using Vacation Time for personal medical matters in accordance with the State FMLA.
WCDIR	WC TPA Direct Pay	Use when an employee's workers' compensation claim has been approved and the employee is being paid directly by the State's Third Party Administrator. Note: The employee should be assigned to the ZERO_HOURS schedule.
WSPC	WC Medical Appt.	Use to record a workers' compensation related medical appointment once an employee has returned to work. This time is not deducted from the employee's accrued leave balances.
WWHRG	WC Hearing	Use to record a workers' compensation related hearing once an employee has returned to work.