MASTER TIME REPORTING CODE LIST

This document provides direction on the use of Time Reporting Codes. The time reporting codes available to report time to will be different depending upon the type of employee reporting time. Please closely review the Usage column if there is any confusion about when or which Time Reporting Code to use. Finally, the IMPACT ON REGULAR PAY column provides information as to whether the Time Reporting Code should replace regular time or add to regular time.

TRC	DESCRIPTION	USAGE	IMPACT ON REGULAR PAY
AWL	Absent With Out Leave	Used when an employee is absent from work without advanced supervisor approval and does not call in to report the absence.	NA
CBC	Call Back Comptime Earned	Used when the employee is called back to work after they have left work and they wish to bank the hours as compensatory time hours rather than being paid overtime for them. Report actual hours worked to this Time Reporting Code./* If an employee reports hours to this TRC that would cause their compensatory time balance to exceed their allowable maximum, the hours in excess of the allowable maximum will be paid out under the CPO trc automatically. If hours are reported to this TRC on a holiday, the TRC will be changed to CBCH and premiums will be applied as appropriate.	Adds to regular pay.
CBK	Call Back Pay	Used when the employee is called back to work after they have left work and they wish to be paid overtime for the hours worked. Report actual hours worked to this Time Reporting Code. /* If hours are reported to this TRC on a holiday, the TRC will be changed to CBKH and premiums applied as appropriate.	Adds to regular pay.
CIN	Call-In Pay	Used when the employee returns to work after they have left and the work was pre-arranged between the supervisor and employee. This is different from CallBack time in that this time is pre-arranged and agreed upon. Report actual hours worked to this Time Reporting Code.	Adds to regular pay.
CLA	Regular Earnings - Classified	Used to report regular earnings for classified staff members.	NA
CMP	Comp Time Taken	Used to report the usage of previously banked compensatory time hours. Hours reported to this time reporting code will reduce the compensatory bank by the number of hours reported.	Reduce regular pay ('CLA') by the number of hours reported.
CPE	Comp Time Earned	Used when an employee elects compensatory time in lieu of overtime pay.	Adds to regular pay.

		Employees are limited to a maximum balance of 240 or 480 for Law Enforcement./* If an employee reports hours to this TRC that would cause their compensatory time balance to exceed their allowable maximum, the hours in excess of the allowable maximum will be paid out under the CPO trc automatically.	
CPO	Comp Time Payout	Compensatory Time Payout. Use this TRC to payout Comp time on request.	Adds to daily regular pay.
CPY	Comp Time Taken	Used when an employee takes time off of work and wishes to be compensated with banked compensatory time hours.	Reduce regular pay ('CLA') by the number of hours reported.
EME	Emergency Overtime Pay	Use when working overtime hours on a day when the University is closed.	Adds to regular pay.
EMP	Emergency OT Hours	Used when part tme employees work on a day when the University is closed.	Adds to regular pay.
EMR	Emergency Regular Hours		Adds to regular pay.
FCMP	FMLA - Comptime Taken	Used by part time and classified employees when taking compensatory time while on an approved FMLA leave. The employee must have a comp time balance to cover the time off taken. Employee must be on an approved FMLA leave to use this TRC. If the employee is not on an approved FMLA leave, the time will be rejected.	Reduce regular pay ('CLA') by the number of hours reported.
FCPY	FMLA Comptime Taken	Used by administrative employees when taking compensatory time while on an approved FMLA leave. The employee must have a comp time balance to cover the time off taken. Employee must be on an approved FMLA leave to use this TRC. If the employee is not on an approved FMLA leave, the time will be rejected.	NA
FLWO	FMLA - Leave No Pay	Used by administrative employees when on an approved FMLA leave and not using leave time. Employee must be on an approved FMLA leave to use this TRC. If the employee is not on an approved FMLA leave, the time will be rejected.	NA
FLWP	FMLA - Leave Without Pay	Used by part time and classified employees when on an approved FMLA leave and not using leave time. Employee must be on an approved FMLA leave to use this TRC. If the employee is not on an approved FMLA leave, the time will be rejected.	Reduce regular pay ('CLA') by the number of hours reported.
FPLP	FMLA - Personal Leave Taken	Used by part time and classified employees when taking personal leave time while on an approved FMLA leave. The employee must have a personal	Reduce regular pay ('CLA') by the number of hours reported.

		leave time balance to cover the time off taken. Employee must be on an approved FMLA leave to use this TRC. If the employee is not on an approved FMLA leave, the time will be rejected.	
FPRL	FMLA - Personal Leave Taken	Used by administrative employees when taking personal leave time while on an approved FMLA leave. The employee must have a personal leave time balance to cover the time off taken. Employee must be on an approved FMLA leave to use this TRC. If the employee is not on an approved FMLA leave, the time will be rejected.	NA
FSCK	FMLA - Sick Leave usage	Used by administrative employees when taking sick leave time while on an approved FMLA leave. The employee must have a sick leave time balance to cover the time off taken. Employee must be on an approved FMLA leave to use this TRC. If the employee is not on an approved FMLA leave, the time will be rejected.	NA
FSKP	FMLA - Sick Leave Used	Used by part time and classified employees when taking sick leave time while on an approved FMLA leave. The employee must have a sick leave time balance to cover the time off taken. Employee must be on an approved FMLA leave to use this TRC. If the employee is not on an approved FMLA leave, the time will be rejected.	Reduce regular pay ('CLA') by the number of hours reported.
FVAC	FMLA - Vacation Leave Taken	Used by administrative employees when taking vacation leave time while on an approved FMLA leave. The employee must have a vacation leave time balance to cover the time off taken. Employee must be on an approved FMLA leave to use this TRC. If the employee is not on an approved FMLA leave, the time will be rejected.	NA
FVCP	FMLA - Vacation Leave Taken	Used by part time and classified employees when taking vacation leave time while on an approved FMLA leave. The employee must have a vacation leave time balance to cover the time off taken. Employee must be on an approved FMLA leave to use this TRC. If the employee is not on an approved FMLA leave, the time will be rejected.	Reduce regular pay ('CLA') by the number of hours reported.
LWO	Leave No Pay	Used by administrative employees when leave time is taken and no leave accruals are available.	NA
LWP	Leave with out pay	Used by part time and classified employees when leave time is taken and no leave accruals are available.	NA
MIL	Military Leave	Used by administrative employees to report time in accordance with BGSU's military leave policy. A copy of military orders or other authorization	NA

		document for such duty must be submitted to your supervisor and the Office of Human Resources to qualify for military leave. A maximum of 22 days per calendar year may be taken.	
MLP	Military Leave	Used by part time and classified employees to report time in accordance with BGSU's military leave policy. A copy of military orders or other authorization document for such duty must be submitted to your supervisor and the Office of Human Resources to qualify for military leave. A maximum of 22 days per calendar year may be taken.	Reduce regular pay ('CLA') by the number of hours reported.
NTT	No Time Taken	Used by administrative employees to positively report that no time was taken away from work during the month. This time reporting code cannot be used in conjunction with any other time reporting codes or an error will be generated.	NA
OVT	Overtime	Used to report time worked in excess of 40 hours per week. All classified staff members are entitled to overtime pay for authorized overtime resulting in more than 40 hours of active pay status in a work week.	Adds to regular pay.
PLP	Personal Leave Taken	Used by part time and classified employees to take personal leave in accordance with BGSU's personal leave policy. The employee must have a personal leave balance to cover the time off taken.	Reduce regular pay ('CLA') by the number of hours reported.
PRL	Personal Leave Taken	Used administrative by employees to take personal leave in accordance with BGSU's personal leave policy. The employee must have a personal leave balance to cover the time off taken.	NA
S2O	Shift 2 OT Premium - .525	Used to report hours for premium pay. These hours are reported separately from the regular pay and are reported in order to generate premium pay on top of regular pay.	Adds to regular pay.
S3O	Shift 3 OT Premium - .45	Used to report hours for premium pay. These hours are reported separately from the regular pay and are reported in order to generate premium pay on top of regular pay.	Adds to regular pay.
SBY	Stand-By-Pay	Used to report time spent on standby. This time reporting code is only to be used by employees in campus operations.	Adds to regular pay.
SCK	Sick Leave Taken	Sick Leave: Used by Full time employees to take sick leave in accordance with BGSU's sick leave policy. The employee must have a sick leave balance to cover the time off taken.	NA
SH2	Shift 2 Premium Pay - .35	Used to report hours for premium pay. These hours are reported separately from the regular pay and are reported in order to generate premium pay on	Adds to regular pay.

		top of regular pay.	
SH3	Shift 3 Premium - .30	Used to report hours for premium pay. These hours are reported separately from the regular pay and are reported in order to generate premium pay on top of regular pay.	Adds to regular pay.
SKP	Sick Leave Taken	Sick Leave Positive Pay: Used by Part time employees to take sick leave in accordance with BGSU's sick leave policy. The employee must have a sick leave balance to cover the time off taken.	Reduce regular pay ('CLA') by the number of hours reported.
TRN	Training for Public Safety		Reduce regular pay ('CLA') by the number of hours reported.
VAC	Vacation Leave Taken	Used to record leave taken by employees in accordance with BGSU's vacation leave policy. The employee must have a vacation leave blance to cover the time off taken.	NA
VCP	Vacation Leave Taken	Used to record vacation leave in accordance with BGSU's vacation leave policy. Pays time taken for vacation hours. The employee must have a vacation leave balance to cover the time off taken.	Reduce regular pay ('CLA') by the number of hours reported.