

# SHARE

## Common Time Reporting Codes (TRCs) for Employee Use

This is a list of the most commonly used codes entered by employees and supervisors. If you feel that you need a different code, please contact the Payroll Office (827-9461, 827-9486, 827-5909, 827-9436). Please do not guess as this may result in difficult-to-resolve errors with your paycheck.

The HSD SHARE website contains the full list of TRCs.

<b>ADMLV</b>	Admin Leave Taken	Administrative leave granted only by the Governor/Office of the Secretary for authorized occasions, e.g., snow days and other special occasions. It may also be authorized by Payroll when other TRCs are not appropriate. For example, ADMLV is used for HSD approved Educational Leave (Not EDULV) A balloon explanation must always be used. It is NOT used for travel, training, voting or anything else unless Payroll advises.
<b>ANNLV</b>	Annual Leave Taken	Use of earned annual leave.
<b>AWOLV</b>	Absent without Leave	Unapproved absence.
<b>BRVLV</b>	Bereavement Leave	Used for paid time off required due to the death of a family member, as provided by HSD policy. Must be taken at one time; bereavement leave cannot be split.
<b>COMPT</b>	Comp Time Taken	Used by all employees when time is taken for extra hours worked and earned at straight time. These hours are shown in Leave Balances under "Comp Time-COMPTIME".
<b>FLSAT</b>	FLSA Overtime Taken	Used by FLSA-covered employees when time is taken for extra hours worked and earned at time and a half. (Hours worked over full 40 hours per week.) These hours are shown in Leave Balances under "Comp Time-PREMBNKOT" (Premium Bank Overtime).
<b>JURYD</b>	Jury Duty/Court Leave	As allowed by HSD policy.
<b>LWOPA</b>	Leave without Pay - Authorized	Authorized unpaid absence from the job. Also used by supervisors to record previous employee's time prior to the employee being removed from SHARE time approval list.
<b>LWPHL</b>	No Holiday Pay	Used when employee is not entitled to holiday pay, e.g., when employee is AWOLV the working day immediately before or after the scheduled state holiday. Also entered by supervisors on state holidays to record previous employee's time prior to the employee being removed from SHARE.
<b>PRSNT</b>	Personal Holiday Taken	Employee must be past probationary period. Hours for one scheduled workday (e.g., 8.0) are determined or prorated by SHARE according to the employee work schedule and shown in Leave Balances under "Comp Time-PERSONAL". Must use all PRSNT hours on the same day.
<b>REGHR</b>	Regular Hours	Used for various authorized occasions. One occasion is to record actual time worked on days with approved flex time. Ex: An extra hour is worked Monday so that an hour may be taken off on Friday. M T W T F 9    □ □ □ 7    REGHR
<b>SICKT</b>	Sick Leave Taken	Use of accrued sick leave.
<b>TRAIN/WKSHP</b>	Training/Workshop	Both acceptable to record time at conferences, meetings or HSD approved trainings or workshops (other than HSD approved educational leave).
<b>UNION</b>	Union Activities	Time on union activities as allowed by union contract.
<b>VOTES</b>	Voting Time Paid	As allowed by SPO/HSD policy.
<b>XHRWK</b>	Extra Hours Worked	Additional hours worked in excess of scheduled work day.

### IMPORTANT NOTES ON TRCS

<b>EDULV/EDUOP</b>	<b>DO NOT USE.</b> Employees on HSD OHR approved educational leave must use the TRC <b>ADMLV</b> . A balloon explanation must always be used, e.g., "HSD approved educational leave."
<b>OFFCL</b>	<b>DO NOT USE. (Office Closure).</b> Always use <b>ADMLV</b> for approved delays and closures.
<b>TRAVL</b>	<b>DO NOT USE.</b> When traveling to or from a meeting, the actual travel time is either part of the scheduled work day which needs no TRC, or if it goes outside the work day, becomes extra hours worked. This is recorded as extra hours worked (XHRWK) or shown as REGHR hours when flexed within the week (FLSA covered) or flexed within the pay period (FLSA exempt).
<b>HOLAT</b>	<b>Holiday Accrual Taken</b> – See separate training doc "Recording and Using Holiday Time Worked" .