

Time Reporting Code Fact Sheet

Accurate time reporting depends on proper usage of Time Reporting Codes (TRCs). Time and Labor Professionals should refer to this document whenever TRC questions surface. Leave plan (sick, vacation, personal) accruals and PERS implications are identified *when the specific item(s) are applicable*. Submit a work order to request the addition/deletion of TRCs based on business need(s) via e-mail @ LCISHelpDesk@co.lucas.oh.us or call 419-213-4037.

- Contact the Payroll Department for clarification pertaining to PERS considerations whenever uncertainty exists.
- **New TRCs and TRCs that have been changed/updated are in bold typeset for easy identification.**
- Some TRCs are agency specific based on business need(s). More times than not, these TRCs are specific to a Union Contract or are for the specific purpose of establishing detailed reports based on business need(s).
- References to TRCs appear in the Pre-List Report and in Payable Time Detail. References to Earnings Codes are referenced in reports specific to Payroll – for example, the Payroll Advice Register and the Payroll Check Register.
- ‘CPO’ (Comp Time Payout (Separation)), ‘SPO’ (Sick Payout (Separation)), and ‘VPO’ (Vacation Payout (Separation)) are distinctly different from TRCs specific to the conversion of specific hours earned into cash. Proper usage is essential.
- **CTESK is generated when Time Administration processes Comp Time Earned. The Earnings Code ‘CSK’ results in the accrual of sick hours when Leave Accruals are processed. It represents time - not money.**

Time Reporting Code	Description	TRC Type	Mapped to Earnings Code	Effective Date	Leave Accruals									Impacts PERS	
					Sick			Vacation			Personal				
					Accrues	Subtracts	Adjusts	Accrues	Subtracts	Adjusts	Accrues	Subtracts	Adjusts		
10DAY	Regular - 10 Day Pay	HOURS	REG	08/17/08	X			X							YES
14DAY	Regular - Daily Pay	HOURS	RGD	12/06/09											YES
ABB	Adjust Bonus Earned Balance	HOURS	ABB	05/14/06											NO
ADMIN	Administrative Leave with Pay	HOURS	ADM	08/26/12	X			X							YES
APB	Adjust Personal Leave Balance	HOURS	APB	05/18/03									X		NO
ASB	Adjust Sick Leave Balance	HOURS	ASB	05/18/03			X								NO
AVB	Adjust Vacation Leave Balance	HOURS	AVB	05/18/03						X					NO
BIA	Bilingual Pay Accrues	HOURS	BIA	04/07/13	X			X							YES
BILNG	Bilingual Pay	HOURS	BIL	05/06/12											YES
BIRTH	Birthday	HOURS	BIR	01/01/40	X			X							YES
BON	Bonus \$\$	AMOUNT	BNS	01/01/40											YES
BONHR	Personal (Bonus Hours)	HOURS	PER	01/01/40	X			X					X		YES
BONL	Bonus \$\$ - Non PERS	AMOUNT	BLP	08/17/08											NO
BRV10	Bereavement - 10 Hour Day	HOURS	BRV	12/28/03	X			X							YES
BRVMT	Bereavement	HOURS	BRV	01/01/40	X			X							YES
BTE	Bonus Time Earned	HOURS	N/A	06/15/03											NO
BTT	Bonus Time Taken	HOURS	BTT	05/06/12	X			X							YES
CAR	Car Allowance \$\$ - Non PERS	AMOUNT	CAR	01/01/40											NO
CARF	Car Fringe \$\$ - Non PERS	AMOUNT	CRF	05/06/12											NO
CLD	Closed/Calamity (Non Worked)	HOURS	CLD	06/08/08	X			X							YES
CLTH	Clothing \$\$ - Non PERS	AMOUNT	CTH	01/01/40											NO
COMPC	Comp Time Paid - PERS	HOURS	CPC	11/25/12											YES
COMPN	Comp Time Paid - Non PERS	HOURS	CTP	04/18/04											NO
CPO	Comp Time Payout (Separation)	HOURS	CPO	08/03/09											NO
CSP	Sick Hrs Converted to Personal	HOURS	CSP	01/25/04		X								X	NO
CTE	Comp Time Earned X 1	HOURS	N/A	12/24/06											NO

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					Sick			Vacation			Personal				
					Accrues	Subtracts	Adjusts	Accrues	Subtracts	Adjusts	Accrues	Subtracts	Adjusts		
CTE1	Comp Time Earned X 1	HOURS	N/A	05/28/06	X										NO
CTE15	Comp Time Earned X 1.5	HOURS	N/A	05/28/06	X										NO
CTE2	Comp Time Earned X 2	HOURS	N/A	05/28/06	X										NO
CTT	Comp Time Paid - Taken	HOURS	CMP	12/15/02	X			X							YES
CW	Calamity - Hours Worked	HOURS	CW	07/06/08											YES
DAY	Regular - Daily Pay	HOURS	RGD	12/06/09											YES
DOCK	Docked	HOURS	DCK	12/16/12											NO
DSCLV	Discretionary Leave	HOURS	DLV	03/14/11	X			X							YES
EIB	Education Incentive Bonus	AMOUNT	EIB	08/03/08											NO
EXA	Extra Assignment	HOURS	EXA	02/17/08											YES
FLOAT	Float	HOURS	FLT	06/08/08	X			X							YES
FMLA	FMLA - Unpaid Leave	HOURS	FNP	12/16/12											NO
FMLAC	FMLA - Comp Time Paid - Taken	HOURS	CMP	01/17/09	X			X							YES
FMLAH	FMLA - Holiday	HOURS	HOL	06/22/09	X			X							YES
FMLAP	FMLA - Personal	HOURS	PER	07/01/12	X			X				X			YES
FMLAS	FMLA - Sick	HOURS	SCK	05/07/12	X	X		X							YES
FMLAV	FMLA - Vacation	HOURS	VAC	10/13/08	X			X	X						YES
FMLPD	FMLA - Personal Given	HOURS	PDG	03/20/06								X			NO
FMLPU	FMLA - Personal Given Used	HOURS	PRD	05/07/12	X			X				X	X		YES
FMLSD	FMLA - Sick Given	HOURS	SDG	03/20/06		X									NO
FMLSU	FMLA - Sick Given Used	HOURS	SKD	05/07/12	X	X	X	X							YES
FMLTT	FMLA - WC/FMLA/TT	HOURS	WCH	12/20/10											NO
FMLVD	FMLA - Vacation Given	HOURS	VDG	03/20/06					X						NO
FMLVU	FMLA - Vacation Given Used	HOURS	VCD	05/07/12	X			X	X	X					YES
FMLWC	FMLA - WC (Wage Continuation)	HOURS	WCF	12/30/12	X			X							YES
FNA	Float/Court Closed(No Accrual)	HOURS	FNA	02/17/08											YES
FUI	Furlough Hrs-Involuntary	HOURS	FUI	08/01/10	X			X							NO
FUV	Furlough Hrs-Voluntary	HOURS	FUV	08/01/10	X			X							NO

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					Sick			Vacation			Personal				
					Accrues	Subtracts	Adjusts	Accrues	Subtracts	Adjusts	Accrues	Subtracts	Adjusts		
H15	Holiday x 1.5	HOURS	H15	11/22/09	X										YES
H20	HOLIDAY X 2	HOURS	H20	10/21/12	X										YES
HEALT	Health Club \$\$	AMOUNT	HTH	01/01/40											NO
HNA	Holiday - no accruals	HOURS	HNA	01/01/40											YES
HOL	Holiday	HOURS	HOL	09/11/11	X			X							YES
JURY	Jury / Court Appointments	HOURS	JRY	01/16/11	X			X							YES
LESF	Stress Pay \$\$	AMOUNT	LES	05/06/12											NO
LGV	Longevity Pay	AMOUNT	LGV	10/24/10											YES
LWOP	Leave without Pay	HOURS	LNP	12/16/12											NO
LWP	Leave with Pay	HOURS	LWP	01/01/40	X			X							YES
MEA	Extra Assignment BDD	HOURS	MEA	08/16/09	X										YES
MIL22	Military - 1st 22 Days Active	HOURS	ML1	01/01/40	X			X							YES
MILLV	Military - Leave without Pay	HOURS	MNP	12/16/12											NO
MILNP	Military Leave Diff - Non PERS	AMOUNT	ML2	05/06/12											NO
MOR	Over Regular Hours BDD	HOURS	ORG	08/16/09	X										YES
MSB10	MSB10	HOURS	REG	08/16/09	X			X							YES
MSB12	MSB12	HOURS	REG	08/16/09	X			X							YES
MSB17	MSB17	HOURS	REG	10/06/13	X			X							YES
MSB19	MSB19	HOURS	REG	08/16/09	X			X							YES
MSB30	MSB30	HOURS	REG	08/16/09	X			X							YES
MSB35	MSB35	HOURS	REG	08/16/09	X			X							YES
MSB47	MSB47	HOURS	REG	08/16/09	X			X							YES
MSB48	MSB48	HOURS	REG	08/16/09	X			X							YES
MSB50	MSB50	HOURS	REG	08/16/09	X			X							YES
MSB52	MSB52	HOURS	REG	08/16/09	X			X							YES
MSB54	MSB54	HOURS	REG	08/16/09	X			X							YES
MSB57	MSB57	HOURS	REG	07/03/11	X			X							YES
MSB58	MSB58	HOURS	REG	07/03/11	X			X							YES
MSB59	MSB59	HOURS	REG	07/03/11	X			X							YES

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					Sick			Vacation			Personal				
					Accrues	Subtracts	Adjusts	Accrues	Subtracts	Adjusts	Accrues	Subtracts	Adjusts		
MSB62	MSB62	HOURS	REG	08/16/09	X			X							YES
MSB67	MSB67	HOURS	REG	08/16/09	X			X							YES
MSB72	MSB72	HOURS	REG	08/16/09	X			X							YES
MTDP	MTDP	HOURS	REG	08/16/09	X			X							YES
MTO	Transportation Offset BDD	HOURS	TO	08/16/09				X							NO
MTRA1	Transportation Regular BDD	HOURS	RGT	08/16/09	X										YES
MTRA2	Transportation Regular BDD	HOURS	RGT	08/16/09	X										YES
MTRA3	Transportation Regular BDD	HOURS	RGT	08/16/09	X										YES
O1A	Overtime w/ Sick & Vac Accrual	HOURS	O1A	01/01/40	X			X							YES
OCW	OnCallWorkedHours	HOURS	OCW	03/09/14	X			X							YES
ONC_I	On Call Pay - \$\$	AMOUNT	ONC	01/01/40											YES
ONCA	On Call Pay - \$\$	AMOUNT	ONC	01/01/40											YES
OOC	Out of Class Pay	AMOUNT	OOC	12/09/07											YES
OSA	CTE - Sck Accrual (Exempts)	HOURS	OSA	05/08/11	X										NO
OTS	Overtime Special Calc Pay \$\$	AMOUNT	OTS	10/28/07											YES
OVT1	Overtime X 1	HOURS	OVT	04/16/06	X										YES
OVT15	Overtime X 1.5	HOURS	O15	05/25/08	X										YES
OVT2	Overtime X 2	HOURS	OT2	04/16/06	X										YES
OVT25	Overtime X 2.5	HOURS	O25	04/16/06	X										YES
OVTEX	Extra Overtime Paid on Bonus	AMOUNT	OBE	09/04/05											YES
OXA	Overtime 1.5 w/ Sick & Vac Acc	HOURS	OXA	12/15/02	X			X							YES
PCC	Personal Cash Conversion(NP)	HOURS	PCC	10/09/11									X		NO
PDG	Personal Given	HOURS	PDG	08/19/07									X		NO
PERS	Personal	HOURS	PER	11/18/12	X			X					X		YES
PERSD	Personal Given Used	HOURS	PRD	05/06/12	X			X					X	X	YES
PHN-I	Phone - Investigators - \$\$	AMOUNT	PHI	01/01/40											YES
PKS	Parking Stipend-1x-NonPERS	AMOUNT	PKS	06/08/08											NO
PNBU	Personal	HOURS	PER	01/22/06	X			X					X		YES
POL	Pollworker	HOURS	POL	08/31/08	X			X							YES

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					Sick			Vacation			Personal			
					Accrues	Subtracts	Adjusts	Accrues	Subtracts	Adjusts	Accrues	Subtracts	Adjusts	
PPO	Personal Payout (Separation)	HOURS	PPO	08/31/08								X		NO
PRK	Parking Reimbursement	AMOUNT	PRK	03/01/07										NO
REG	Regular	HOURS	REG	05/25/08	X			X						YES
RETHR	Retroactive Pay	HOURS	RTO	02/03/08										YES
RMB	Reimbursement - Taxable	AMOUNT	RMB	01/01/04										NO
RPP	Rest Period Paid	HOURS	RPP	05/11/08	X			X						YES
RTROL	Retroactive \$\$\$ - Lump	AMOUNT	RTL	01/01/40										YES
SBC	Sick to Bonus Conversion	HOURS	N/A	01/01/40										NO
SBNSC	Sick - Bonus Incentive Cnvrnsn	HOURS	SBC	06/03/12										NO
SCC	Sick Cash Conversion(NP)	HOURS	SCC	11/03/13		X								NO
SCK-F	Sick - Funeral Leave	HOURS	SCK	05/07/12	X	X		X						YES
SCK-P	Sick - Personal Leave	HOURS	SCK	05/07/12	X	X		X						YES
SHIFT	Shift Differential \$\$	AMOUNT	SHF	01/01/40										YES
SICK	Sick	HOURS	SCK	05/06/12	X	X		X						YES
SICKC	Sick Hours to Cash Conversion	HOURS	SKC	01/02/40		X								YES
SICKD	Sick Given Used	HOURS	SKD	05/06/12	X	X	X	X						YES
SICKU	Sick - Unexcused	HOURS	SCK	05/07/12	X	X		X						YES
SICKV	Sick - Verified	HOURS	SCK	05/07/12	X	X		X						YES
SKD	Sick Given	HOURS	SDG	01/01/40		X								NO
SPO	Sick Payout (Separation)	HOURS	SPO	08/02/09		X								NO
SPR	Spousal Premium Reimbursement	AMOUNT	SPR	02/12/12										NO
STB15	Overtime X 1.5	HOURS	O15	05/25/08	X									YES
STB2	Overtime X 2	HOURS	OT2	04/16/06	X									YES
SWOP	Suspended without Pay	HOURS	SNP	12/16/12										NO
T1-12	Recep Xtr Assign Admin Bldg	HOURS	MEA	06/01/14	X									YES
T1-47	Transportation Regular BDD	HOURS	RGT	08/16/09	X									YES
T1-48	Transportation Regular BDD	HOURS	RGT	08/16/09	X									YES
T1-50	Transportation Regular BDD	HOURS	RGT	08/16/09	X									YES

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					Sick			Vacation			Personal				
					Accrues	Subtracts	Adjusts	Accrues	Subtracts	Adjusts	Accrues	Subtracts	Adjusts		
T1-52	Transportation Regular BDD	HOURS	RGT	08/16/09	X										YES
T1-62	Transportation Regular BDD	HOURS	RGT	08/16/09	X										YES
TARDY	Tardy	HOURS	TDY	12/16/12											NO
TFT	Time For Time	HOURS	TFT	10/12/08	X			X					X		YES
TLA	Tool Allowance \$\$\$	AMOUNT	TLA	10/28/07											NO
TNG	Training / Mentor Pay \$\$\$	AMOUNT	TNG	10/28/07											YES
TNP	Training/Mentor No PERS	AMOUNT	TNP	09/22/13											NO
TRN	Educational Credit Stipend -NP	AMOUNT	TRN	07/06/08											NO
TWL	Temporary Working Level	HOURS	TWL	12/26/04	X			X							YES
TWLBU	Temporary Working Level - BU	HOURS	TWB	11/12/06											YES
UAL	Union Administrative Leave	HOURS	UAL	03/16/08	X			X							YES
UNIFO	Uniform Allowance - Non PERS	AMOUNT	UNI	01/01/40											NO
UNN	Union Leave-No Pay	HOURS	UNN	10/10/10											NO
URT	Union Release Time	HOURS	URT	05/11/08	X			X							YES
VAC	Vacation	HOURS	VAC	10/12/08	X			X	X						YES
VACCP	Vacation Conversion Payout	HOURS	VCP	04/25/10					X						YES
VACD	Vacation Given Used	HOURS	VCD	05/06/12	X			X	X	X					YES
VACNP	Vacation Conversion - Non PERS	HOURS	VCN	09/25/11					X						NO
VDG	Vacation Given	HOURS	VDG	08/19/07					X						NO
VPO	Vacation Payout (Separation)	HOURS	VPO	05/24/09					X						NO
VSP	Voluntary Separation Plan	AMOUNT	VSP	11/08/09											NO
WAGEC	WC-Wage Continuation	HOURS	WCC	12/19/10	X			X							YES
WC	WC-Hrs Tracking Only	HOURS	WC	12/19/10	X			X							NO
WCNA	WC-No Pay,Accruals,Ins	HOURS	WCN	12/19/10											NO
WCTT	WC-BWC Pay (TT)	HOURS	WCT	12/01/13											NO
WCTTE	WC-BWC Pay (TT)-VacAccrual	HOURS	WCV	12/19/10				X							NO
WL	Worked Lunch	HOURS	MWL	10/09/11											YES