

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
89DAY	89-Day Hires	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
89DAY	89-Day Hires	CTE15	DOD YCA Earn Comp Time at 1.5x	Hours	-	-	N	No Restrictions			-		
89DAY	89-Day Hires	CTERN	DOD YCA Earn Comp Time at 1.0x	Hours	-	-	N	No Restrictions			-		
89DAY	89-Day Hires	MEAL1	Meal - Breakfast	Hours	-	1.00	N	No Restrictions	ML1	Meal - Breakfast	6.00	None	Excluded
89DAY	89-Day Hires	MEAL2	Meal - Lunch	Hours	-	1.00	N	No Restrictions	ML2	Meal - Lunch	8.00	None	Excluded
89DAY	89-Day Hires	MEAL3	Meal - Dinner	Hours	-	1.00	N	No Restrictions	ML3	Meal - Dinner	10.00	None	Excluded
89DAY	89-Day Hires	OT	Overtime Pay	Hours	36.00	-	N	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
89DAY	89-Day Hires	REG01	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
89DAY	89-Day Hires	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
89DAY	89-Day Hires	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
89DAYOTHR	89 Day hire - Others	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
89DAYOTHR	89 Day hire - Others	CTE15	DOD YCA Earn Comp Time at 1.5x	Hours	-	-	N	No Restrictions			-		
89DAYOTHR	89 Day hire - Others	CTERN	DOD YCA Earn Comp Time at 1.0x	Hours	-	-	N	No Restrictions			-		
89DAYOTHR	89 Day hire - Others	MEAL1	Meal - Breakfast	Hours	-	1.00	N	No Restrictions	ML1	Meal - Breakfast	6.00	None	Excluded
89DAYOTHR	89 Day hire - Others	MEAL2	Meal - Lunch	Hours	-	1.00	N	No Restrictions	ML2	Meal - Lunch	8.00	None	Excluded
89DAYOTHR	89 Day hire - Others	MEAL3	Meal - Dinner	Hours	-	1.00	N	No Restrictions	ML3	Meal - Dinner	10.00	None	Excluded
89DAYOTHR	89 Day hire - Others	OT	Overtime Pay	Hours	36.00	-	N	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
89DAYOTHR	89 Day hire - Others	REG01	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
89DAYOTHR	89 Day hire - Others	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
89DAYOTHR	89 Day hire - Others	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BU00EX	Ex Hourly/Salaried BU 00	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
BU00EX	Ex Hourly/Salaried BU 00	AP	Automobile Payment	Amount	-	-	N	Manager or Administrator Only	AP	Automobile Payment	-	None	Excluded
BU00EX	Ex Hourly/Salaried BU 00	BONUS	Bonus Pay	Amount	9,999.99	-	N	Manager or Administrator Only	BN	Bonus	-	Amounts Only	Regular
BU00EX	Ex Hourly/Salaried BU 00	BR	Retro Base Pay	Amount	10,000.00	-	N	Manager or Administrator Only	BR	Retro Base Pay	-	Both Hours and Amount	Regular
BU00EX	Ex Hourly/Salaried BU 00	CTAEA	Awards Earn Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU00EX	Ex Hourly/Salaried BU 00	CTATK	Awards Take Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU00EX	Ex Hourly/Salaried BU 00	CTE15	DOD YCA Earn Comp Time at 1.5x	Hours	-	-	N	No Restrictions			-		
BU00EX	Ex Hourly/Salaried BU 00	CTERN	DOD YCA Earn Comp Time at 1.0x	Hours	-	-	N	No Restrictions			-		
BU00EX	Ex Hourly/Salaried BU 00	CTZEA	Adjust Earn Comp Time (State)	Hours	-	-	N	Manager or Administrator Only			-		
BU00EX	Ex Hourly/Salaried BU 00	CTZPY	Pay Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU00EX	Ex Hourly/Salaried BU 00	CTZTK	Take Comp Time (State)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU00EX	Ex Hourly/Salaried BU 00	EFMLE	Expanded Family & Medical Leav	Hours	-	-	N	Manager or Administrator Only			-		
BU00EX	Ex Hourly/Salaried BU 00	EPSL1	Emergency Paid Sick Leave	Hours	-	-	N	Manager or Administrator Only			-		
BU00EX	Ex Hourly/Salaried BU 00	EPSL2	Emergency Paid Sick Leave(2/3)	Hours	-	-	N	Manager or Administrator Only			-		
BU00EX	Ex Hourly/Salaried BU 00	LPR	LWOP Repay	Amount	9,999.00	(0.001)	N	Manager or Administrator Only	LPR	LWOP Overpayment Recovery	-	None	Excluded
BU00EX	Ex Hourly/Salaried BU 00	LWOPH	Leave Without Pay - Holiday	Hours	-	-	N	Administrator Only	LOP	Leave Without Pay	-	None	Excluded
BU00EX	Ex Hourly/Salaried BU 00	REG00	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BU00EX	Ex Hourly/Salaried BU 00	TA	Temporary Assignment Pay	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BU00EX	Ex Hourly/Salaried BU 00	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded
BU00EX	Ex Hourly/Salaried BU 00	TRVEA	Adjust Earned Comp Time Travel	Hours	-	-	N	Manager or Administrator Only			-		
BU00EX	Ex Hourly/Salaried BU 00	TRVLJ	Airplane Travel Pay	Amount	-	-	N	Manager or Administrator Only	J	Airplane Travel Pay	-	None	Excluded
BU00EX	Ex Hourly/Salaried BU 00	WA	Auto WIK	Amount	-	-	N	Manager or Administrator Only	WA	Auto WIK	-	None	Excluded
BU00EX	Ex Hourly/Salaried BU 00	WN	Weapons Payment	Amount	-	-	N	Manager or Administrator Only	WN	Weapons Payment	-	None	Excluded
BU00EX	Ex Hourly/Salaried BU 00	WP	Moving Expense Non Tax WIK	Amount	-	-	N	Manager or Administrator Only	WP	Moving Expense Non Tax WIK	-	None	Excluded
BU00EX	Ex Hourly/Salaried BU 00	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
BU00EX	Ex Hourly/Salaried BU 00	WTC	Taxable WIK Carry Over	Amount	-	-	N	Manager or Administrator Only	WTC	Taxable WIK Carry Over	-	None	Excluded
BU00EX	Ex Hourly/Salaried BU 00	WU	Uniform WIK	Amount	-	-	N	Manager or Administrator Only	WU	Uniform WIK	-	None	Excluded
BU00EX	Ex Hourly/Salaried BU 00	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	AHALF	Add'l hours part time employee	Hours	24.00	-	N	No Restrictions	AHH	Add'l hours part time employee	-	Both Hours and Amount	Regular
BU01EX	Ex Hourly/Salaried BU 01	AP	Automobile Payment	Amount	-	-	N	Manager or Administrator Only	AP	Automobile Payment	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	BONUS	Bonus Pay	Amount	9,999.99	-	N	Manager or Administrator Only	BN	Bonus	-	Amounts Only	Regular
BU01EX	Ex Hourly/Salaried BU 01	BR	Retro Base Pay	Amount	10,000.00	-	N	Manager or Administrator Only	BR	Retro Base Pay	-	Both Hours and Amount	Regular

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
BU01EX	Ex Hourly/Salaried BU 01	CEOUP	Comp Time Earn 1.0X	Hours	24.00	-	N	Manager or Administrator Only			-		
BU01EX	Ex Hourly/Salaried BU 01	CF01A	Adjust Earned Comp Time (Fed)	Hours	-	-	N	Manager or Administrator Only			-		
BU01EX	Ex Hourly/Salaried BU 01	CF01F	FMLA Take Comp Time (Federal)	Hours	-	-	N	Manager or Administrator Only	CTO	Comp Time Off	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	CF01N	Adjust Take Comp Time (Fed)	Hours	-	-	N	Manager or Administrator Only			-		
BU01EX	Ex Hourly/Salaried BU 01	CF01Y	Pay Comp Time (Federal)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	CLBK1	Call Back Pay	Hours	24.00	3.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU01EX	Ex Hourly/Salaried BU 01	CLBK2	Call Back Consultative Call(s)	Hours	24.00	1.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU01EX	Ex Hourly/Salaried BU 01	CONS6	Six (6) Consecutive Days	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU01EX	Ex Hourly/Salaried BU 01	CTAEA	Awards Earn Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU01EX	Ex Hourly/Salaried BU 01	CTATK	Awards Take Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU01EX	Ex Hourly/Salaried BU 01	CTF1E	Earn Comp Time (Federal)	Hours	-	-	N	No Restrictions			-		
BU01EX	Ex Hourly/Salaried BU 01	CTF1T	Take Comp Time (Federal)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	CTZ1E	Earn Comp Time (State)	Hours	-	-	N	No Restrictions			-		
BU01EX	Ex Hourly/Salaried BU 01	CTZ1T	Take Comp Time (State)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	CZ01A	Adjust Earned Comp Time(State)	Hours	-	-	N	Manager or Administrator Only			-		
BU01EX	Ex Hourly/Salaried BU 01	CZ01F	FMLA Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTO	Comp Time Off	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	CZ01N	Adjust Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only			-		
BU01EX	Ex Hourly/Salaried BU 01	CZ01Y	Pay Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	EFMLE	Expanded Family & Medical Leav	Hours	-	-	N	Manager or Administrator Only			-		
BU01EX	Ex Hourly/Salaried BU 01	EPSL1	Emergency Paid Sick Leave	Hours	-	-	N	Manager or Administrator Only			-		
BU01EX	Ex Hourly/Salaried BU 01	EPSL2	Emergency Paid Sick Leave(2/3)	Hours	-	-	N	Manager or Administrator Only			-		
BU01EX	Ex Hourly/Salaried BU 01	HZD15	Hazard Pay Severe	Hours	24.00	-	N	Manager or Administrator Only	H15	Hazard Pay Severe	-	Amounts Only	Regular
BU01EX	Ex Hourly/Salaried BU 01	HZD25	Hazard Pay Most Severe	Hours	24.00	-	N	Manager or Administrator Only	H25	Hazard Pay Most Severe	-	Amounts Only	Regular
BU01EX	Ex Hourly/Salaried BU 01	LPR	LWOP Repay	Amount	9,999.00	(0.001)	N	Manager or Administrator Only	LPR	LWOP Overpayment Recovery	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	LWOPH	Leave Without Pay - Holiday	Hours	-	-	N	Administrator Only	LOP	Leave Without Pay	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	MEAL1	Meal - Breakfast	Hours	-	1.00	N	No Restrictions	ML1	Meal - Breakfast	6.00	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	MEAL2	Meal - Lunch	Hours	-	1.00	N	No Restrictions	ML2	Meal - Lunch	8.00	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	MEAL3	Meal - Dinner	Hours	-	1.00	N	No Restrictions	ML3	Meal - Dinner	10.00	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	N1GHT	Scheduled Night Shift	Hours	24.00	-	N	No Restrictions	ND1	Night Shift Differential	0.70	Amounts Only	Regular
BU01EX	Ex Hourly/Salaried BU 01	NDIF1	Overtime - Night Shift	Hours	36.00	-	N	No Restrictions	ND1	Night Shift Differential	0.70	Amounts Only	Regular
BU01EX	Ex Hourly/Salaried BU 01	OT	Overtime Pay	Hours	36.00	-	N	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU01EX	Ex Hourly/Salaried BU 01	OTHLD	Overtime - Holiday	Hours	36.00	-	N	No Restrictions	OTH	Overtime - Holiday	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	REG00	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BU01EX	Ex Hourly/Salaried BU 01	RNG	Regular - Negative	Amount	-	-	N	Manager or Administrator Only	RNG	Regular - Negative Earning	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	RST10	10 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU01EX	Ex Hourly/Salaried BU 01	RST12	12 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU01EX	Ex Hourly/Salaried BU 01	RWC	Regular Pay	Amount	-	-	N	Manager or Administrator Only	RG1	Regular - Add to Gross	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	SHWUP	Rpd DayOff Una to wrk 3hrs min	Hours	24.00	3.00	N	No Restrictions	SHW	Show Up Time	-	Amounts Only	Regular
BU01EX	Ex Hourly/Salaried BU 01	SPLIT	Split Shift Differential	Hours	24.00	-	N	No Restrictions	SLT	Split Shift Diff	0.25	Amounts Only	Regular
BU01EX	Ex Hourly/Salaried BU 01	STDBY	Stand By Pay Portions	Hours	2.00	1.00	N	No Restrictions	SBY	Stand By Pay	-	None	Regular
BU01EX	Ex Hourly/Salaried BU 01	TA	Temporary Assignment Pay	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BU01EX	Ex Hourly/Salaried BU 01	TAOT	Overtime during Temporary Asgn	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BU01EX	Ex Hourly/Salaried BU 01	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	TRVEA	Adjust Earned Comp Time Travel	Hours	-	-	N	Manager or Administrator Only			-		
BU01EX	Ex Hourly/Salaried BU 01	TRVKT	Kalaupapa Trail Travel	Hours	-	-	N	No Restrictions	KPT	Kalaupapa Trail Travel	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	TRVLE	Earn Travel Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU01EX	Ex Hourly/Salaried BU 01	TRVLJ	Airplane Travel Pay	Amount	-	-	N	Manager or Administrator Only	J	Airplane Travel Pay	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	TRVLT	Take Travel Comp Time	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	WA	Auto WIK	Amount	-	-	N	Manager or Administrator Only	WA	Auto WIK	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	WC	Workers Compensation	Amount	-	-	N	Manager or Administrator Only	W	Workman's Comp	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	WDATY	Working Condition 50.01 50.02	Hours	24.00	-	N	No Restrictions	ATY	Working Diff - 50.01 50.02	0.25	Amounts Only	Regular
BU01EX	Ex Hourly/Salaried BU 01	WDCOR	Correction - Working Condition	Hours	24.00	-	N	No Restrictions	WCR	Working Diff - Correction	0.30	Amounts Only	Regular
BU01EX	Ex Hourly/Salaried BU 01	WN	Weapons Payment	Amount	-	-	N	Manager or Administrator Only	WN	Weapons Payment	-	None	Excluded

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
BU01EX	Ex Hourly/Salaried BU 01	WP	Moving Expense Non Tax WIK	Amount	-	-	N	Manager or Administrator Only	WP	Moving Expense Non Tax WIK	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	WTC	Taxable WIK Carry Over	Amount	-	-	N	Manager or Administrator Only	WTC	Taxable WIK Carry Over	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	WU	Uniform WIK	Amount	-	-	N	Manager or Administrator Only	WU	Uniform WIK	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	ZUNFM	Uniform Pay	Amount	-	-	N	Manager or Administrator Only	UP	Uniform Payment	-	None	Excluded
BU01HR	Hourly BU 01	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
BU01HR	Hourly BU 01	CLBK1	Call Back Pay	Hours	24.00	3.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU01HR	Hourly BU 01	CLBK2	Call Back Consultative Call(s)	Hours	24.00	1.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU01HR	Hourly BU 01	HZD15	Hazard Pay Severe	Hours	24.00	-	N	Manager or Administrator Only	H15	Hazard Pay Severe	-	Amounts Only	Regular
BU01HR	Hourly BU 01	HZD25	Hazard Pay Most Severe	Hours	24.00	-	N	Manager or Administrator Only	H25	Hazard Pay Most Severe	-	Amounts Only	Regular
BU01HR	Hourly BU 01	MEAL1	Meal - Breakfast	Hours	-	1.00	N	No Restrictions	ML1	Meal - Breakfast	6.00	None	Excluded
BU01HR	Hourly BU 01	MEAL2	Meal - Lunch	Hours	-	1.00	N	No Restrictions	ML2	Meal - Lunch	8.00	None	Excluded
BU01HR	Hourly BU 01	MEAL3	Meal - Dinner	Hours	-	1.00	N	No Restrictions	ML3	Meal - Dinner	10.00	None	Excluded
BU01HR	Hourly BU 01	N1GHT	Scheduled Night Shift	Hours	24.00	-	N	No Restrictions	ND1	Night Shift Differential	0.70	Amounts Only	Regular
BU01HR	Hourly BU 01	NDIF1	Overtime - Night Shift	Hours	36.00	-	N	No Restrictions	ND1	Night Shift Differential	0.70	Amounts Only	Regular
BU01HR	Hourly BU 01	OT	Overtime Pay	Hours	36.00	-	N	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU01HR	Hourly BU 01	REG01	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BU01HR	Hourly BU 01	RST10	10 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU01HR	Hourly BU 01	RST12	12 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU01HR	Hourly BU 01	SHWUP	Rpd DayOff Una to wrk 3hrs min	Hours	24.00	3.00	N	No Restrictions	SHW	Show Up Time	-	Amounts Only	Regular
BU01HR	Hourly BU 01	SPLIT	Split Shift Differential	Hours	24.00	-	N	No Restrictions	SLT	Split Shift Diff	0.25	Amounts Only	Regular
BU01HR	Hourly BU 01	STDBY	Stand By Pay Portions	Hours	2.00	1.00	N	No Restrictions	SBY	Stand By Pay	-	None	Regular
BU01HR	Hourly BU 01	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded
BU01HR	Hourly BU 01	WDATY	Working Condition 50.01 50.02	Hours	24.00	-	N	No Restrictions	ATY	Working Diff - 50.01 50.02	0.25	Amounts Only	Regular
BU01HR	Hourly BU 01	WDCOR	Correction - Working Condition	Hours	24.00	-	N	No Restrictions	WCR	Working Diff - Correction	0.30	Amounts Only	Regular
BU01HR	Hourly BU 01	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
BU01HR	Hourly BU 01	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	AHALF	Add'l hours part time employee	Hours	24.00	-	N	No Restrictions	AHH	Add'l hours part time employee	-	Both Hours and Amount	Regular
BU02EX	Ex Hourly/Salaried BU 02	AP	Automobile Payment	Amount	-	-	N	Manager or Administrator Only	AP	Automobile Payment	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	BONUS	Bonus Pay	Amount	9,999.99	-	N	Manager or Administrator Only	BN	Bonus	-	Amounts Only	Regular
BU02EX	Ex Hourly/Salaried BU 02	BR	Retro Base Pay	Amount	10,000.00	-	N	Manager or Administrator Only	BR	Retro Base Pay	-	Both Hours and Amount	Regular
BU02EX	Ex Hourly/Salaried BU 02	CLBK1	Call Back Pay	Hours	24.00	3.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU02EX	Ex Hourly/Salaried BU 02	CLBK2	Call Back Consultative Call(s)	Hours	24.00	1.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU02EX	Ex Hourly/Salaried BU 02	CONS6	Six (6) Consecutive Days	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU02EX	Ex Hourly/Salaried BU 02	CTAEA	Awards Earn Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU02EX	Ex Hourly/Salaried BU 02	CTATK	Awards Take Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU02EX	Ex Hourly/Salaried BU 02	CTFEA	Adjust Earned Comp Time (Fed)	Hours	-	-	N	Manager or Administrator Only			-		
BU02EX	Ex Hourly/Salaried BU 02	CTFPY	Pay Comp Time (Federal)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	CTFRQ	Earn Comp Time (Federal)	Hours	-	-	N	No Restrictions			-		
BU02EX	Ex Hourly/Salaried BU 02	CTFTA	Adjust Take Comp (Federal)	Hours	-	-	N	Manager or Administrator Only			-		
BU02EX	Ex Hourly/Salaried BU 02	CTFTF	FMLA Take Comp Time (Federal)	Hours	-	-	N	Manager or Administrator Only	CTO	Comp Time Off	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	CTFTK	Take Comp Time (Federal)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	CTZEA	Adjust Earn Comp Time (State)	Hours	-	-	N	Manager or Administrator Only			-		
BU02EX	Ex Hourly/Salaried BU 02	CTZPY	Pay Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	CTZRQ	Earn Comp Time (State)	Hours	-	-	N	No Restrictions			-		
BU02EX	Ex Hourly/Salaried BU 02	CTZTA	Adjust Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only			-		
BU02EX	Ex Hourly/Salaried BU 02	CTZTF	FMLA Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTO	Comp Time Off	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	CTZTK	Take Comp Time (State)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	EFMLE	Expanded Family & Medical Leav	Hours	-	-	N	Manager or Administrator Only			-		
BU02EX	Ex Hourly/Salaried BU 02	EPSL1	Emergency Paid Sick Leave	Hours	-	-	N	Manager or Administrator Only			-		
BU02EX	Ex Hourly/Salaried BU 02	EPSL2	Emergency Paid Sick Leave(2/3)	Hours	-	-	N	Manager or Administrator Only			-		

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
BU02EX	Ex Hourly/Salaried BU 02	HZD15	Hazard Pay Severe	Hours	24.00	-	N	Manager or Administrator Only	H15	Hazard Pay Severe	-	Amounts Only	Regular
BU02EX	Ex Hourly/Salaried BU 02	HZD25	Hazard Pay Most Severe	Hours	24.00	-	N	Manager or Administrator Only	H25	Hazard Pay Most Severe	-	Amounts Only	Regular
BU02EX	Ex Hourly/Salaried BU 02	LPR	LWOP Repay	Amount	9,999.00	(0.001)	N	Manager or Administrator Only	LPR	LWOP Overpayment Recovery	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	LWOPH	Leave Without Pay - Holiday	Hours	-	-	N	Administrator Only	LOP	Leave Without Pay	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	MEAL1	Meal - Breakfast	Hours	-	1.00	N	No Restrictions	ML1	Meal - Breakfast	6.00	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	MEAL2	Meal - Lunch	Hours	-	1.00	N	No Restrictions	ML2	Meal - Lunch	8.00	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	MEAL3	Meal - Dinner	Hours	-	1.00	N	No Restrictions	ML3	Meal - Dinner	10.00	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	NDIFF	Overtime - Night Shift	Hours	36.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU02EX	Ex Hourly/Salaried BU 02	NIGHT	Scheduled Night Shift	Hours	24.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU02EX	Ex Hourly/Salaried BU 02	OT	Overtime Pay	Hours	36.00	-	N	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU02EX	Ex Hourly/Salaried BU 02	OTHLD	Overtime - Holiday	Hours	36.00	-	N	No Restrictions	OTH	Overtime - Holiday	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	REG00	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BU02EX	Ex Hourly/Salaried BU 02	RNG	Regular - Negative	Amount	-	-	N	Manager or Administrator Only	RNG	Regular - Negative Earning	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	RST10	10 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU02EX	Ex Hourly/Salaried BU 02	RST12	12 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU02EX	Ex Hourly/Salaried BU 02	RWC	Regular Pay	Amount	-	-	N	Manager or Administrator Only	RG1	Regular - Add to Gross	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	SHWUP	Rpd DayOff Una to wrk 3hrs min	Hours	24.00	3.00	N	No Restrictions	SHW	Show Up Time	-	Amounts Only	Regular
BU02EX	Ex Hourly/Salaried BU 02	SPLIT	Split Shift Differential	Hours	24.00	-	N	No Restrictions	SLT	Split Shift Diff	0.25	Amounts Only	Regular
BU02EX	Ex Hourly/Salaried BU 02	STDBY	Stand By Pay Portions	Hours	2.00	1.00	N	No Restrictions	SBY	Stand By Pay	-	None	Regular
BU02EX	Ex Hourly/Salaried BU 02	TA	Temporary Assignment Pay	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BU02EX	Ex Hourly/Salaried BU 02	TAOT	Overtime during Temporary Asgn	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BU02EX	Ex Hourly/Salaried BU 02	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	TRVEA	Adjust Earned Comp Time Travel	Hours	-	-	N	Manager or Administrator Only			-		
BU02EX	Ex Hourly/Salaried BU 02	TRVKT	Kalaupapa Trail Travel	Hours	-	-	N	No Restrictions	KPT	Kalaupapa Trail Travel	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	TRVLE	Earn Travel Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU02EX	Ex Hourly/Salaried BU 02	TRVLJ	Airplane Travel Pay	Amount	-	-	N	Manager or Administrator Only	J	Airplane Travel Pay	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	TRVLT	Take Travel Comp Time	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	TTPAY	Travel Time Pay Out	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	WA	Auto WIK	Amount	-	-	N	Manager or Administrator Only	WA	Auto WIK	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	WC	Workers Compensation	Amount	-	-	N	Manager or Administrator Only	W	Workman's Comp	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	WKDIF	Working Condition Differential	Hours	24.00	-	N	No Restrictions	WCD	Working Condition Diff	0.50	Amounts Only	Regular
BU02EX	Ex Hourly/Salaried BU 02	WN	Weapons Payment	Amount	-	-	N	Manager or Administrator Only	WN	Weapons Payment	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	WP	Moving Expense Non Tax WIK	Amount	-	-	N	Manager or Administrator Only	WP	Moving Expense Non Tax WIK	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	WTC	Taxable WIK Carry Over	Amount	-	-	N	Manager or Administrator Only	WTC	Taxable WIK Carry Over	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	WU	Uniform WIK	Amount	-	-	N	Manager or Administrator Only	WU	Uniform WIK	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	ZUNFM	Uniform Pay	Amount	-	-	N	Manager or Administrator Only	UP	Uniform Payment	-	None	Excluded
BU02HR	Hourly BU 02	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
BU02HR	Hourly BU 02	CLBK1	Call Back Pay	Hours	24.00	3.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU02HR	Hourly BU 02	CLBK2	Call Back Consultative Call(s)	Hours	24.00	1.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU02HR	Hourly BU 02	HZD15	Hazard Pay Severe	Hours	24.00	-	N	Manager or Administrator Only	H15	Hazard Pay Severe	-	Amounts Only	Regular
BU02HR	Hourly BU 02	HZD25	Hazard Pay Most Severe	Hours	24.00	-	N	Manager or Administrator Only	H25	Hazard Pay Most Severe	-	Amounts Only	Regular
BU02HR	Hourly BU 02	MEAL1	Meal - Breakfast	Hours	-	1.00	N	No Restrictions	ML1	Meal - Breakfast	6.00	None	Excluded
BU02HR	Hourly BU 02	MEAL2	Meal - Lunch	Hours	-	1.00	N	No Restrictions	ML2	Meal - Lunch	8.00	None	Excluded
BU02HR	Hourly BU 02	MEAL3	Meal - Dinner	Hours	-	1.00	N	No Restrictions	ML3	Meal - Dinner	10.00	None	Excluded
BU02HR	Hourly BU 02	NDIFF	Overtime - Night Shift	Hours	36.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU02HR	Hourly BU 02	NIGHT	Scheduled Night Shift	Hours	24.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU02HR	Hourly BU 02	OT	Overtime Pay	Hours	36.00	-	N	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU02HR	Hourly BU 02	REG01	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BU02HR	Hourly BU 02	SHWUP	Rpd DayOff Una to wrk 3hrs min	Hours	24.00	3.00	N	No Restrictions	SHW	Show Up Time	-	Amounts Only	Regular
BU02HR	Hourly BU 02	SPLIT	Split Shift Differential	Hours	24.00	-	N	No Restrictions	SLT	Split Shift Diff	0.25	Amounts Only	Regular
BU02HR	Hourly BU 02	STDBY	Stand By Pay Portions	Hours	2.00	1.00	N	No Restrictions	SBY	Stand By Pay	-	None	Regular

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
BU02HR	Hourly BU 02	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded
BU02HR	Hourly BU 02	TRVEA	Adjust Earned Comp Time Travel	Hours	-	-	N	Manager or Administrator Only			-		
BU02HR	Hourly BU 02	TTPAY	Travel Time Pay Out	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU02HR	Hourly BU 02	WKDIF	Working Condition Differential	Hours	24.00	-	N	No Restrictions	WCD	Working Condition Diff	0.50	Amounts Only	Regular
BU02HR	Hourly BU 02	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
BU02HR	Hourly BU 02	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	AHALF	Add'l hours part time employee	Hours	24.00	-	N	No Restrictions	AHH	Add'l hours part time employee	-	Both Hours and Amount	Regular
BU03EX	Ex Hourly/Salaried BU 03	AP	Automobile Payment	Amount	-	-	N	Manager or Administrator Only	AP	Automobile Payment	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	BONUS	Bonus Pay	Amount	9,999.99	-	N	Manager or Administrator Only	BN	Bonus	-	Amounts Only	Regular
BU03EX	Ex Hourly/Salaried BU 03	BR	Retro Base Pay	Amount	10,000.00	-	N	Manager or Administrator Only	BR	Retro Base Pay	-	Both Hours and Amount	Regular
BU03EX	Ex Hourly/Salaried BU 03	CLBK1	Call Back Pay	Hours	24.00	3.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU03EX	Ex Hourly/Salaried BU 03	CLBK2	Call Back Consultative Call(s)	Hours	24.00	1.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU03EX	Ex Hourly/Salaried BU 03	CONS6	Six (6) Consecutive Days	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU03EX	Ex Hourly/Salaried BU 03	CTAEA	Awards Earn Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU03EX	Ex Hourly/Salaried BU 03	CTATK	Awards Take Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU03EX	Ex Hourly/Salaried BU 03	CTFEA	Adjust Earned Comp Time (Fed)	Hours	-	-	N	Manager or Administrator Only			-		
BU03EX	Ex Hourly/Salaried BU 03	CTFPY	Pay Comp Time (Federal)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	CTFRQ	Earn Comp Time (Federal)	Hours	-	-	N	No Restrictions			-		
BU03EX	Ex Hourly/Salaried BU 03	CTFTA	Adjust Take Comp (Federal)	Hours	-	-	N	Manager or Administrator Only			-		
BU03EX	Ex Hourly/Salaried BU 03	CTFTF	FMLA Take Comp Time (Federal)	Hours	-	-	N	Manager or Administrator Only	CTO	Comp Time Off	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	CTFTK	Take Comp Time (Federal)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	CTZEA	Adjust Earn Comp Time (State)	Hours	-	-	N	Manager or Administrator Only			-		
BU03EX	Ex Hourly/Salaried BU 03	CTZPY	Pay Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	CTZRQ	Earn Comp Time (State)	Hours	-	-	N	No Restrictions			-		
BU03EX	Ex Hourly/Salaried BU 03	CTZTA	Adjust Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only			-		
BU03EX	Ex Hourly/Salaried BU 03	CTZTF	FMLA Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTO	Comp Time Off	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	CTZTK	Take Comp Time (State)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	EFMLE	Expanded Family & Medical Leav	Hours	-	-	N	Manager or Administrator Only			-		
BU03EX	Ex Hourly/Salaried BU 03	EPSL1	Emergency Paid Sick Leave	Hours	-	-	N	Manager or Administrator Only			-		
BU03EX	Ex Hourly/Salaried BU 03	EPSL2	Emergency Paid Sick Leave(2/3)	Hours	-	-	N	Manager or Administrator Only			-		
BU03EX	Ex Hourly/Salaried BU 03	HZD15	Hazard Pay Severe	Hours	24.00	-	N	Manager or Administrator Only	H15	Hazard Pay Severe	-	Amounts Only	Regular
BU03EX	Ex Hourly/Salaried BU 03	HZD25	Hazard Pay Most Severe	Hours	24.00	-	N	Manager or Administrator Only	H25	Hazard Pay Most Severe	-	Amounts Only	Regular
BU03EX	Ex Hourly/Salaried BU 03	LPR	LWOP Repay	Amount	9,999.00	(0.001)	N	Manager or Administrator Only	LPR	LWOP Overpayment Recovery	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	LWOPH	Leave Without Pay - Holiday	Hours	-	-	N	Administrator Only	LOP	Leave Without Pay	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	MEAL1	Meal - Breakfast	Hours	-	1.00	N	No Restrictions	ML1	Meal - Breakfast	6.00	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	MEAL2	Meal - Lunch	Hours	-	1.00	N	No Restrictions	ML2	Meal - Lunch	8.00	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	MEAL3	Meal - Dinner	Hours	-	1.00	N	No Restrictions	ML3	Meal - Dinner	10.00	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	NDIFF	Overtime - Night Shift	Hours	36.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU03EX	Ex Hourly/Salaried BU 03	NIGHT	Scheduled Night Shift	Hours	24.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU03EX	Ex Hourly/Salaried BU 03	OT	Overtime Pay	Hours	36.00	-	N	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU03EX	Ex Hourly/Salaried BU 03	OTHLD	Overtime - Holiday	Hours	36.00	-	N	No Restrictions	OTH	Overtime - Holiday	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	REG00	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BU03EX	Ex Hourly/Salaried BU 03	RNG	Regular - Negative	Amount	-	-	N	Manager or Administrator Only	RNG	Regular - Negative Earning	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	RST10	10 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU03EX	Ex Hourly/Salaried BU 03	RST12	12 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU03EX	Ex Hourly/Salaried BU 03	RWC	Regular Pay	Amount	-	-	N	Manager or Administrator Only	RG1	Regular - Add to Gross	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	SHWUP	Rpd DayOff Una to wrk 3hrs min	Hours	24.00	3.00	N	No Restrictions	SHW	Show Up Time	-	Amounts Only	Regular
BU03EX	Ex Hourly/Salaried BU 03	SPLIT	Split Shift Differential	Hours	24.00	-	N	No Restrictions	SLT	Split Shift Diff	0.25	Amounts Only	Regular
BU03EX	Ex Hourly/Salaried BU 03	STDBY	Stand By Pay Portions	Hours	2.00	1.00	N	No Restrictions	SBY	Stand By Pay	-	None	Regular
BU03EX	Ex Hourly/Salaried BU 03	TA	Temporary Assignment Pay	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BU03EX	Ex Hourly/Salaried BU 03	TAOT	Overtime during Temporary Asgn	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BU03EX	Ex Hourly/Salaried BU 03	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
BU03EX	Ex Hourly/Salaried BU 03	TRVEA	Adjust Earned Comp Time Travel	Hours	-	-	N	Manager or Administrator Only			-		
BU03EX	Ex Hourly/Salaried BU 03	TRVKT	Kalaupapa Trail Travel	Hours	-	-	N	No Restrictions	KPT	Kalaupapa Trail Travel	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	TRVLE	Earn Travel Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU03EX	Ex Hourly/Salaried BU 03	TRVLJ	Airplane Travel Pay	Amount	-	-	N	Manager or Administrator Only	J	Airplane Travel Pay	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	TRVLT	Take Travel Comp Time	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	TTPAY	Travel Time Pay Out	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	WA	Auto WIK	Amount	-	-	N	Manager or Administrator Only	WA	Auto WIK	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	WC	Workers Compensation	Amount	-	-	N	Manager or Administrator Only	W	Workman's Comp	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	WKDIF	Working Condition Differential	Hours	24.00	-	N	No Restrictions	WCD	Working Condition Diff	0.50	Amounts Only	Regular
BU03EX	Ex Hourly/Salaried BU 03	WN	Weapons Payment	Amount	-	-	N	Manager or Administrator Only	WN	Weapons Payment	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	WP	Moving Expense Non Tax WIK	Amount	-	-	N	Manager or Administrator Only	WP	Moving Expense Non Tax WIK	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	WTC	Taxable WIK Carry Over	Amount	-	-	N	Manager or Administrator Only	WTC	Taxable WIK Carry Over	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	WU	Uniform WIK	Amount	-	-	N	Manager or Administrator Only	WU	Uniform WIK	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	ZUNFM	Uniform Pay	Amount	-	-	N	Manager or Administrator Only	UP	Uniform Payment	-	None	Excluded
BU03HR	Hourly BU 03	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
BU03HR	Hourly BU 03	CLBK1	Call Back Pay	Hours	24.00	3.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU03HR	Hourly BU 03	CLBK2	Call Back Consultative Call(s)	Hours	24.00	1.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU03HR	Hourly BU 03	HZD15	Hazard Pay Severe	Hours	24.00	-	N	Manager or Administrator Only	H15	Hazard Pay Severe	-	Amounts Only	Regular
BU03HR	Hourly BU 03	HZD25	Hazard Pay Most Severe	Hours	24.00	-	N	Manager or Administrator Only	H25	Hazard Pay Most Severe	-	Amounts Only	Regular
BU03HR	Hourly BU 03	MEAL1	Meal - Breakfast	Hours	-	1.00	N	No Restrictions	ML1	Meal - Breakfast	6.00	None	Excluded
BU03HR	Hourly BU 03	MEAL2	Meal - Lunch	Hours	-	1.00	N	No Restrictions	ML2	Meal - Lunch	8.00	None	Excluded
BU03HR	Hourly BU 03	MEAL3	Meal - Dinner	Hours	-	1.00	N	No Restrictions	ML3	Meal - Dinner	10.00	None	Excluded
BU03HR	Hourly BU 03	NDIFF	Overtime - Night Shift	Hours	36.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU03HR	Hourly BU 03	NIGHT	Scheduled Night Shift	Hours	24.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU03HR	Hourly BU 03	OT	Overtime Pay	Hours	36.00	-	N	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU03HR	Hourly BU 03	REG01	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BU03HR	Hourly BU 03	SHWUP	Rpd DayOff Una to wrk 3hrs min	Hours	24.00	3.00	N	No Restrictions	SHW	Show Up Time	-	Amounts Only	Regular
BU03HR	Hourly BU 03	SPLIT	Split Shift Differential	Hours	24.00	-	N	No Restrictions	SLT	Split Shift Diff	0.25	Amounts Only	Regular
BU03HR	Hourly BU 03	STDBY	Stand By Pay Portions	Hours	2.00	1.00	N	No Restrictions	SBY	Stand By Pay	-	None	Regular
BU03HR	Hourly BU 03	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded
BU03HR	Hourly BU 03	TRVEA	Adjust Earned Comp Time Travel	Hours	-	-	N	Manager or Administrator Only			-		
BU03HR	Hourly BU 03	TTPAY	Travel Time Pay Out	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU03HR	Hourly BU 03	WKDIF	Working Condition Differential	Hours	24.00	-	N	No Restrictions	WCD	Working Condition Diff	0.50	Amounts Only	Regular
BU03HR	Hourly BU 03	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
BU03HR	Hourly BU 03	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	AHALF	Add'l hours part time employee	Hours	24.00	-	N	No Restrictions	AHH	Add'l hours part time employee	-	Both Hours and Amount	Regular
BU04EX	Ex Hourly/Salaried BU 04	AP	Automobile Payment	Amount	-	-	N	Manager or Administrator Only	AP	Automobile Payment	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	BONUS	Bonus Pay	Amount	9,999.99	-	N	Manager or Administrator Only	BN	Bonus	-	Amounts Only	Regular
BU04EX	Ex Hourly/Salaried BU 04	BR	Retro Base Pay	Amount	10,000.00	-	N	Manager or Administrator Only	BR	Retro Base Pay	-	Both Hours and Amount	Regular
BU04EX	Ex Hourly/Salaried BU 04	CLBK1	Call Back Pay	Hours	24.00	3.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU04EX	Ex Hourly/Salaried BU 04	CLBK2	Call Back Consultative Call(s)	Hours	24.00	1.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU04EX	Ex Hourly/Salaried BU 04	CONS6	Six (6) Consecutive Days	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU04EX	Ex Hourly/Salaried BU 04	CTAEA	Awards Earn Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU04EX	Ex Hourly/Salaried BU 04	CTATK	Awards Take Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU04EX	Ex Hourly/Salaried BU 04	CTFEA	Adjust Earned Comp Time (Fed)	Hours	-	-	N	Manager or Administrator Only			-		
BU04EX	Ex Hourly/Salaried BU 04	CTFPY	Pay Comp Time (Federal)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	CTFRQ	Earn Comp Time (Federal)	Hours	-	-	N	No Restrictions			-		
BU04EX	Ex Hourly/Salaried BU 04	CTFTA	Adjust Take Comp (Federal)	Hours	-	-	N	Manager or Administrator Only			-		
BU04EX	Ex Hourly/Salaried BU 04	CTFTF	FMLA Take Comp Time (Federal)	Hours	-	-	N	Manager or Administrator Only	CTO	Comp Time Off	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	CTFTK	Take Comp Time (Federal)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
BU04EX	Ex Hourly/Salaried BU 04	CTZEA	Adjust Earn Comp Time (State)	Hours	-	-	N	Manager or Administrator Only			-		
BU04EX	Ex Hourly/Salaried BU 04	CTZPY	Pay Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	CTZRQ	Earn Comp Time (State)	Hours	-	-	N	No Restrictions			-		
BU04EX	Ex Hourly/Salaried BU 04	CTZTA	Adjust Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only			-		
BU04EX	Ex Hourly/Salaried BU 04	CTZTF	FMLA Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTO	Comp Time Off	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	CTZTK	Take Comp Time (State)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	EFMLE	Expanded Family & Medical Leav	Hours	-	-	N	Manager or Administrator Only			-		
BU04EX	Ex Hourly/Salaried BU 04	EPSL1	Emergency Paid Sick Leave	Hours	-	-	N	Manager or Administrator Only			-		
BU04EX	Ex Hourly/Salaried BU 04	EPSL2	Emergency Paid Sick Leave(2/3)	Hours	-	-	N	Manager or Administrator Only			-		
BU04EX	Ex Hourly/Salaried BU 04	HZD15	Hazard Pay Severe	Hours	24.00	-	N	Manager or Administrator Only	H15	Hazard Pay Severe	-	Amounts Only	Regular
BU04EX	Ex Hourly/Salaried BU 04	HZD25	Hazard Pay Most Severe	Hours	24.00	-	N	Manager or Administrator Only	H25	Hazard Pay Most Severe	-	Amounts Only	Regular
BU04EX	Ex Hourly/Salaried BU 04	LPR	LWOP Repay	Amount	9,999.00	(0.001)	N	Manager or Administrator Only	LPR	LWOP Overpayment Recovery	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	LWOPH	Leave Without Pay - Holiday	Hours	-	-	N	Administrator Only	LOP	Leave Without Pay	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	MEAL1	Meal - Breakfast	Hours	-	1.00	N	No Restrictions	ML1	Meal - Breakfast	6.00	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	MEAL2	Meal - Lunch	Hours	-	1.00	N	No Restrictions	ML2	Meal - Lunch	8.00	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	MEAL3	Meal - Dinner	Hours	-	1.00	N	No Restrictions	ML3	Meal - Dinner	10.00	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	NDIFF	Overtime - Night Shift	Hours	36.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU04EX	Ex Hourly/Salaried BU 04	NIGHT	Scheduled Night Shift	Hours	24.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU04EX	Ex Hourly/Salaried BU 04	OT	Overtime Pay	Hours	36.00	-	N	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU04EX	Ex Hourly/Salaried BU 04	OTHLD	Overtime - Holiday	Hours	36.00	-	N	No Restrictions	OTH	Overtime - Holiday	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	REG00	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BU04EX	Ex Hourly/Salaried BU 04	RNG	Regular - Negative	Amount	-	-	N	Manager or Administrator Only	RNG	Regular - Negative Earning	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	RST10	10 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU04EX	Ex Hourly/Salaried BU 04	RST12	12 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU04EX	Ex Hourly/Salaried BU 04	RWC	Regular Pay	Amount	-	-	N	Manager or Administrator Only	RG1	Regular - Add to Gross	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	SHWUP	Rpd DayOff Una to wrk 3hrs min	Hours	24.00	3.00	N	No Restrictions	SHW	Show Up Time	-	Amounts Only	Regular
BU04EX	Ex Hourly/Salaried BU 04	SPLIT	Split Shift Differential	Hours	24.00	-	N	No Restrictions	SLT	Split Shift Diff	0.25	Amounts Only	Regular
BU04EX	Ex Hourly/Salaried BU 04	STDBY	Stand By Pay Portions	Hours	2.00	1.00	N	No Restrictions	SBY	Stand By Pay	-	None	Regular
BU04EX	Ex Hourly/Salaried BU 04	TA	Temporary Assignment Pay	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BU04EX	Ex Hourly/Salaried BU 04	TAOT	Overtime during Temporary Asgn	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BU04EX	Ex Hourly/Salaried BU 04	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	TRVEA	Adjust Earned Comp Time Travel	Hours	-	-	N	Manager or Administrator Only			-		
BU04EX	Ex Hourly/Salaried BU 04	TRVKT	Kalaupapa Trail Travel	Hours	-	-	N	No Restrictions	KPT	Kalaupapa Trail Travel	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	TRVLE	Earn Travel Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU04EX	Ex Hourly/Salaried BU 04	TRVLJ	Airplane Travel Pay	Amount	-	-	N	Manager or Administrator Only	J	Airplane Travel Pay	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	TRVLT	Take Travel Comp Time	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	TTPAY	Travel Time Pay Out	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	WA	Auto WIK	Amount	-	-	N	Manager or Administrator Only	WA	Auto WIK	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	WC	Workers Compensation	Amount	-	-	N	Manager or Administrator Only	W	Workman's Comp	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	WKDIF	Working Condition Differential	Hours	24.00	-	N	No Restrictions	WCD	Working Condition Diff	0.50	Amounts Only	Regular
BU04EX	Ex Hourly/Salaried BU 04	WN	Weapons Payment	Amount	-	-	N	Manager or Administrator Only	WN	Weapons Payment	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	WP	Moving Expense Non Tax WIK	Amount	-	-	N	Manager or Administrator Only	WP	Moving Expense Non Tax WIK	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	WTC	Taxable WIK Carry Over	Amount	-	-	N	Manager or Administrator Only	WTC	Taxable WIK Carry Over	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	WU	Uniform WIK	Amount	-	-	N	Manager or Administrator Only	WU	Uniform WIK	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	ZUNFM	Uniform Pay	Amount	-	-	N	Manager or Administrator Only	UP	Uniform Payment	-	None	Excluded
BU04HR	Hourly BU 04	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
BU04HR	Hourly BU 04	CLBK1	Call Back Pay	Hours	24.00	3.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU04HR	Hourly BU 04	CLBK2	Call Back Consultative Call(s)	Hours	24.00	1.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU04HR	Hourly BU 04	HZD15	Hazard Pay Severe	Hours	24.00	-	N	Manager or Administrator Only	H15	Hazard Pay Severe	-	Amounts Only	Regular
BU04HR	Hourly BU 04	HZD25	Hazard Pay Most Severe	Hours	24.00	-	N	Manager or Administrator Only	H25	Hazard Pay Most Severe	-	Amounts Only	Regular
BU04HR	Hourly BU 04	MEAL1	Meal - Breakfast	Hours	-	1.00	N	No Restrictions	ML1	Meal - Breakfast	6.00	None	Excluded

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
BU04HR	Hourly BU 04	MEAL2	Meal - Lunch	Hours	-	1.00	N	No Restrictions	ML2	Meal - Lunch	8.00	None	Excluded
BU04HR	Hourly BU 04	MEAL3	Meal - Dinner	Hours	-	1.00	N	No Restrictions	ML3	Meal - Dinner	10.00	None	Excluded
BU04HR	Hourly BU 04	NDIFF	Overtime - Night Shift	Hours	36.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU04HR	Hourly BU 04	NIGHT	Scheduled Night Shift	Hours	24.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU04HR	Hourly BU 04	OT	Overtime Pay	Hours	36.00	-	N	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU04HR	Hourly BU 04	REG01	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BU04HR	Hourly BU 04	SHWUP	Rpd DayOff Una to wrk 3hrs min	Hours	24.00	3.00	N	No Restrictions	SHW	Show Up Time	-	Amounts Only	Regular
BU04HR	Hourly BU 04	SPLIT	Split Shift Differential	Hours	24.00	-	N	No Restrictions	SLT	Split Shift Diff	0.25	Amounts Only	Regular
BU04HR	Hourly BU 04	STDBY	Stand By Pay Portions	Hours	2.00	1.00	N	No Restrictions	SBY	Stand By Pay	-	None	Regular
BU04HR	Hourly BU 04	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded
BU04HR	Hourly BU 04	TRVEA	Adjust Earned Comp Time Travel	Hours	-	-	N	Manager or Administrator Only			-		
BU04HR	Hourly BU 04	TTPAY	Travel Time Pay Out	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU04HR	Hourly BU 04	WKDIF	Working Condition Differential	Hours	24.00	-	N	No Restrictions	WCD	Working Condition Diff	0.50	Amounts Only	Regular
BU04HR	Hourly BU 04	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
BU04HR	Hourly BU 04	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	AHALF	Add'l hours part time employee	Hours	24.00	-	N	No Restrictions	AHH	Add'l hours part time employee	-	Both Hours and Amount	Regular
BU09EX	Ex Hourly/Salaried BU 09	AP	Automobile Payment	Amount	-	-	N	Manager or Administrator Only	AP	Automobile Payment	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	BONUS	Bonus Pay	Amount	9,999.99	-	N	Manager or Administrator Only	BN	Bonus	-	Amounts Only	Regular
BU09EX	Ex Hourly/Salaried BU 09	BR	Retro Base Pay	Amount	10,000.00	-	N	Manager or Administrator Only	BR	Retro Base Pay	-	Both Hours and Amount	Regular
BU09EX	Ex Hourly/Salaried BU 09	CF09A	Adjust Earned Comp Time (Fed)	Hours	-	-	N	Manager or Administrator Only			-		
BU09EX	Ex Hourly/Salaried BU 09	CF09E	Earn Comp Time (Federal)	Hours	-	-	N	No Restrictions			-		
BU09EX	Ex Hourly/Salaried BU 09	CF09F	FMLA Take Comp Time (Federal)	Hours	-	-	N	Manager or Administrator Only	CTO	Comp Time Off	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	CF09N	Adjust Take Comp Time (Fed)	Hours	-	-	N	Manager or Administrator Only			-		
BU09EX	Ex Hourly/Salaried BU 09	CF09T	Take Comp Time (Federal)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	CF09Y	Pay Comp Time (Federal)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	CHRG9	Charge Nurse	Hours	24.00	-	N	No Restrictions	CN9	Charge Nurse	2.00	Amounts Only	Regular
BU09EX	Ex Hourly/Salaried BU 09	CLBK2	Call Back Consultative Call(s)	Hours	24.00	1.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU09EX	Ex Hourly/Salaried BU 09	CONS6	Six (6) Consecutive Days	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU09EX	Ex Hourly/Salaried BU 09	CTAEA	Awards Earn Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU09EX	Ex Hourly/Salaried BU 09	CTATK	Awards Take Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU09EX	Ex Hourly/Salaried BU 09	CZ09A	Adjust Earned Comp Time(State)	Hours	-	-	N	Manager or Administrator Only			-		
BU09EX	Ex Hourly/Salaried BU 09	CZ09E	Earn Comp Time (State)	Hours	-	-	N	No Restrictions			-		
BU09EX	Ex Hourly/Salaried BU 09	CZ09F	FMLA Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTO	Comp Time Off	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	CZ09N	Adjust Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only			-		
BU09EX	Ex Hourly/Salaried BU 09	CZ09T	Take Comp Time (State)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	CZ09Y	Pay Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	EFMLE	Expanded Family & Medical Leav	Hours	-	-	N	Manager or Administrator Only			-		
BU09EX	Ex Hourly/Salaried BU 09	EPSL1	Emergency Paid Sick Leave	Hours	-	-	N	Manager or Administrator Only			-		
BU09EX	Ex Hourly/Salaried BU 09	EPSL2	Emergency Paid Sick Leave(2/3)	Hours	-	-	N	Manager or Administrator Only			-		
BU09EX	Ex Hourly/Salaried BU 09	FLOAT	Floating btwn Wrk Units	Hours	-	-	N	No Restrictions	FLT	Floating btwn Work Units	2.00	Amounts Only	Regular
BU09EX	Ex Hourly/Salaried BU 09	HZD15	Hazard Pay Severe	Hours	24.00	-	N	Manager or Administrator Only	H15	Hazard Pay Severe	-	Amounts Only	Regular
BU09EX	Ex Hourly/Salaried BU 09	HZD25	Hazard Pay Most Severe	Hours	24.00	-	N	Manager or Administrator Only	H25	Hazard Pay Most Severe	-	Amounts Only	Regular
BU09EX	Ex Hourly/Salaried BU 09	LPR	LWOP Repay	Amount	9,999.00	(0.001)	N	Manager or Administrator Only	LPR	LWOP Overpayment Recovery	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	LWOPH	Leave Without Pay - Holiday	Hours	-	-	N	Administrator Only	LOP	Leave Without Pay	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	MEAL1	Meal - Breakfast	Hours	-	1.00	N	No Restrictions	ML1	Meal - Breakfast	6.00	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	MEAL2	Meal - Lunch	Hours	-	1.00	N	No Restrictions	ML2	Meal - Lunch	8.00	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	MEAL3	Meal - Dinner	Hours	-	1.00	N	No Restrictions	ML3	Meal - Dinner	10.00	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	NRSDF	Night Shift Differential	Hours	24.00	-	N	No Restrictions	NND	Nurses Night Shift Diff	3.50	Amounts Only	Regular
BU09EX	Ex Hourly/Salaried BU 09	NSDBY	Nurses Stand By Pay	Hours	24.00	-	N	No Restrictions	NBY	Nurses Stand By Pay	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	NSDUS	Nurses Stand By - Unscheduled	Hours	24.00	-	N	No Restrictions	NBU	Nurses Unscheduled Stand By	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	OT	Overtime Pay	Hours	36.00	-	N	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU09EX	Ex Hourly/Salaried BU 09	OTHLD	Overtime - Holiday	Hours	36.00	-	N	No Restrictions	OTH	Overtime - Holiday	-	None	Excluded

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
BU09EX	Ex Hourly/Salaried BU 09	REG00	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BU09EX	Ex Hourly/Salaried BU 09	RNG	Regular - Negative	Amount	-	-	N	Manager or Administrator Only	RNG	Regular - Negative Earning	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	RST10	10 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU09EX	Ex Hourly/Salaried BU 09	RST12	12 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU09EX	Ex Hourly/Salaried BU 09	RWC	Regular Pay	Amount	-	-	N	Manager or Administrator Only	RG1	Regular - Add to Gross	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	SHWUP	Rpd DayOff Una to wrk 3hrs min	Hours	24.00	3.00	N	No Restrictions	SHW	Show Up Time	-	Amounts Only	Regular
BU09EX	Ex Hourly/Salaried BU 09	SPLIT	Split Shift Differential	Hours	24.00	-	N	No Restrictions	SLT	Split Shift Diff	0.25	Amounts Only	Regular
BU09EX	Ex Hourly/Salaried BU 09	STDBY	Stand By Pay Portions	Hours	2.00	1.00	N	No Restrictions	SBY	Stand By Pay	-	None	Regular
BU09EX	Ex Hourly/Salaried BU 09	TA	Temporary Assignment Pay	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BU09EX	Ex Hourly/Salaried BU 09	TAOT	Overtime during Temporary Asgn	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BU09EX	Ex Hourly/Salaried BU 09	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	TRVEA	Adjust Earned Comp Time Travel	Hours	-	-	N	Manager or Administrator Only			-		
BU09EX	Ex Hourly/Salaried BU 09	TRVLE	Earn Travel Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU09EX	Ex Hourly/Salaried BU 09	TRVLJ	Airplane Travel Pay	Amount	-	-	N	Manager or Administrator Only	J	Airplane Travel Pay	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	TRVLT	Take Travel Comp Time	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	TTPAY	Travel Time Pay Out	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	WA	Auto WIK	Amount	-	-	N	Manager or Administrator Only	WA	Auto WIK	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	WC	Workers Compensation	Amount	-	-	N	Manager or Administrator Only	W	Workman's Comp	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	WKD09	Working Condition Differential	Hours	24.00	-	N	No Restrictions	WD9	BU 09 Working Differential	1.00	Amounts Only	Regular
BU09EX	Ex Hourly/Salaried BU 09	WN	Weapons Payment	Amount	-	-	N	Manager or Administrator Only	WN	Weapons Payment	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	WP	Moving Expense Non Tax WIK	Amount	-	-	N	Manager or Administrator Only	WP	Moving Expense Non Tax WIK	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	WTC	Taxable WIK Carry Over	Amount	-	-	N	Manager or Administrator Only	WTC	Taxable WIK Carry Over	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	WU	Uniform WIK	Amount	-	-	N	Manager or Administrator Only	WU	Uniform WIK	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	ZUNFM	Uniform Pay	Amount	-	-	N	Manager or Administrator Only	UP	Uniform Payment	-	None	Excluded
BU09HR	Hourly BU 09	CHRG9	Charge Nurse	Hours	24.00	-	N	No Restrictions	CN9	Charge Nurse	2.00	Amounts Only	Regular
BU09HR	Hourly BU 09	CLBK2	Call Back Consultative Call(s)	Hours	24.00	1.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU09HR	Hourly BU 09	FLOAT	Floating btwn Wrk Units	Hours	-	-	N	No Restrictions	FLT	Floating btwn Work Units	2.00	Amounts Only	Regular
BU09HR	Hourly BU 09	HZD15	Hazard Pay Severe	Hours	24.00	-	N	Manager or Administrator Only	H15	Hazard Pay Severe	-	Amounts Only	Regular
BU09HR	Hourly BU 09	HZD25	Hazard Pay Most Severe	Hours	24.00	-	N	Manager or Administrator Only	H25	Hazard Pay Most Severe	-	Amounts Only	Regular
BU09HR	Hourly BU 09	MEAL1	Meal - Breakfast	Hours	-	1.00	N	No Restrictions	ML1	Meal - Breakfast	6.00	None	Excluded
BU09HR	Hourly BU 09	MEAL2	Meal - Lunch	Hours	-	1.00	N	No Restrictions	ML2	Meal - Lunch	8.00	None	Excluded
BU09HR	Hourly BU 09	MEAL3	Meal - Dinner	Hours	-	1.00	N	No Restrictions	ML3	Meal - Dinner	10.00	None	Excluded
BU09HR	Hourly BU 09	NRSDF	Night Shift Differential	Hours	24.00	-	N	No Restrictions	NND	Nurses Night Shift Diff	3.50	Amounts Only	Regular
BU09HR	Hourly BU 09	NSDBY	Nurses Stand By Pay	Hours	24.00	-	N	No Restrictions	NBY	Nurses Stand By Pay	-	None	Excluded
BU09HR	Hourly BU 09	NSDUS	Nurses Stand By - Unscheduled	Hours	24.00	-	N	No Restrictions	NBU	Nurses Unscheduled Stand By	-	None	Excluded
BU09HR	Hourly BU 09	OT	Overtime Pay	Hours	36.00	-	N	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU09HR	Hourly BU 09	REG01	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BU09HR	Hourly BU 09	RST10	10 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU09HR	Hourly BU 09	RST12	12 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU09HR	Hourly BU 09	SHWUP	Rpd DayOff Una to wrk 3hrs min	Hours	24.00	3.00	N	No Restrictions	SHW	Show Up Time	-	Amounts Only	Regular
BU09HR	Hourly BU 09	SPLIT	Split Shift Differential	Hours	24.00	-	N	No Restrictions	SLT	Split Shift Diff	0.25	Amounts Only	Regular
BU09HR	Hourly BU 09	STDBY	Stand By Pay Portions	Hours	2.00	1.00	N	No Restrictions	SBY	Stand By Pay	-	None	Regular
BU09HR	Hourly BU 09	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded
BU09HR	Hourly BU 09	TTPAY	Travel Time Pay Out	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU09HR	Hourly BU 09	WKD09	Working Condition Differential	Hours	24.00	-	N	No Restrictions	WD9	BU 09 Working Differential	1.00	Amounts Only	Regular
BU09HR	Hourly BU 09	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
BU09HR	Hourly BU 09	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BU09HR	Hourly BU 09	ZUNFM	Uniform Pay	Amount	-	-	N	Manager or Administrator Only	UP	Uniform Payment	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	ACOWD	ACO Work Condition Diff	Hours	24.00	-	N	No Restrictions	WCA	ACO Working Condition Diff	0.50	Amounts Only	Regular
BU10EX	Ex Hourly/Salaried BU 10	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	AHALF	Add'l hours part time employee	Hours	24.00	-	N	No Restrictions	AHH	Add'l hours part time employee	-	Both Hours and Amount	Regular

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
BU10EX	Ex Hourly/Salaried BU 10	AP	Automobile Payment	Amount	-	-	N	Manager or Administrator Only	AP	Automobile Payment	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	BONUS	Bonus Pay	Amount	9,999.99	-	N	Manager or Administrator Only	BN	Bonus	-	Amounts Only	Regular
BU10EX	Ex Hourly/Salaried BU 10	BR	Retro Base Pay	Amount	10,000.00	-	N	Manager or Administrator Only	BR	Retro Base Pay	-	Both Hours and Amount	Regular
BU10EX	Ex Hourly/Salaried BU 10	CEOUP	Comp Time Earn 1.0X	Hours	24.00	-	N	Manager or Administrator Only			-		
BU10EX	Ex Hourly/Salaried BU 10	CF01A	Adjust Earned Comp Time (Fed)	Hours	-	-	N	Manager or Administrator Only			-		
BU10EX	Ex Hourly/Salaried BU 10	CF01F	FMLA Take Comp Time (Federal)	Hours	-	-	N	Manager or Administrator Only	CTO	Comp Time Off	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	CF01N	Adjust Take Comp Time (Fed)	Hours	-	-	N	Manager or Administrator Only			-		
BU10EX	Ex Hourly/Salaried BU 10	CF01Y	Pay Comp Time (Federal)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	CHRGN	Charge Nurse	Hours	24.00	-	N	No Restrictions	WCC	Working Condition Diff	0.95	Amounts Only	Regular
BU10EX	Ex Hourly/Salaried BU 10	CLBK1	Call Back Pay	Hours	24.00	3.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU10EX	Ex Hourly/Salaried BU 10	COIWD	HSH / HHSC / LPN&PMA Work Diff	Hours	24.00	-	N	No Restrictions	W10	Working Condition Diff	0.75	Amounts Only	Regular
BU10EX	Ex Hourly/Salaried BU 10	CONS6	Six (6) Consecutive Days	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU10EX	Ex Hourly/Salaried BU 10	CTAEA	Awards Earn Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU10EX	Ex Hourly/Salaried BU 10	CTATK	Awards Take Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU10EX	Ex Hourly/Salaried BU 10	CTF1E	Earn Comp Time (Federal)	Hours	-	-	N	No Restrictions			-		
BU10EX	Ex Hourly/Salaried BU 10	CTF1T	Take Comp Time (Federal)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	CTZ1E	Earn Comp Time (State)	Hours	-	-	N	No Restrictions			-		
BU10EX	Ex Hourly/Salaried BU 10	CTZ1T	Take Comp Time (State)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	CZ01A	Adjust Earned Comp Time(State)	Hours	-	-	N	Manager or Administrator Only			-		
BU10EX	Ex Hourly/Salaried BU 10	CZ01F	FMLA Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTO	Comp Time Off	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	CZ01N	Adjust Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only			-		
BU10EX	Ex Hourly/Salaried BU 10	CZ01Y	Pay Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	EFMLE	Expanded Family & Medical Leav	Hours	-	-	N	Manager or Administrator Only			-		
BU10EX	Ex Hourly/Salaried BU 10	EPSL1	Emergency Paid Sick Leave	Hours	-	-	N	Manager or Administrator Only			-		
BU10EX	Ex Hourly/Salaried BU 10	EPSL2	Emergency Paid Sick Leave(2/3)	Hours	-	-	N	Manager or Administrator Only			-		
BU10EX	Ex Hourly/Salaried BU 10	HZD15	Hazard Pay Severe	Hours	24.00	-	N	Manager or Administrator Only	H15	Hazard Pay Severe	-	Amounts Only	Regular
BU10EX	Ex Hourly/Salaried BU 10	HZD25	Hazard Pay Most Severe	Hours	24.00	-	N	Manager or Administrator Only	H25	Hazard Pay Most Severe	-	Amounts Only	Regular
BU10EX	Ex Hourly/Salaried BU 10	LPR	LWOP Repay	Amount	9,999.00	(0.001)	N	Manager or Administrator Only	LPR	LWOP Overpayment Recovery	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	LWOPH	Leave Without Pay - Holiday	Hours	-	-	N	Administrator Only	LOP	Leave Without Pay	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	MEAL1	Meal - Breakfast	Hours	-	1.00	N	No Restrictions	ML1	Meal - Breakfast	6.00	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	MEAL2	Meal - Lunch	Hours	-	1.00	N	No Restrictions	ML2	Meal - Lunch	8.00	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	MEAL3	Meal - Dinner	Hours	-	1.00	N	No Restrictions	ML3	Meal - Dinner	10.00	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	N10HT	Scheduled Night Shift	Hours	24.00	-	N	No Restrictions	N10	Night Shift Differential	1.00	Amounts Only	Regular
BU10EX	Ex Hourly/Salaried BU 10	NDF10	Night Shift - Overtime	Hours	36.00	-	N	No Restrictions	N10	Night Shift Differential	1.00	Amounts Only	Regular
BU10EX	Ex Hourly/Salaried BU 10	OT	Overtime Pay	Hours	36.00	-	N	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU10EX	Ex Hourly/Salaried BU 10	OTHLD	Overtime - Holiday	Hours	36.00	-	N	No Restrictions	OTH	Overtime - Holiday	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	REG00	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BU10EX	Ex Hourly/Salaried BU 10	RNG	Regular - Negative	Amount	-	-	N	Manager or Administrator Only	RNG	Regular - Negative Earning	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	RST10	10 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU10EX	Ex Hourly/Salaried BU 10	RST12	12 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU10EX	Ex Hourly/Salaried BU 10	RWC	Regular Pay	Amount	-	-	N	Manager or Administrator Only	RG1	Regular - Add to Gross	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	SHWUP	Rpd DayOff Una to wrk 3hrs min	Hours	24.00	3.00	N	No Restrictions	SHW	Show Up Time	-	Amounts Only	Regular
BU10EX	Ex Hourly/Salaried BU 10	SPL10	Split Shift Differential	Hours	24.00	-	N	No Restrictions	S10	Split Shift Diff 10	0.20	Amounts Only	Regular
BU10EX	Ex Hourly/Salaried BU 10	STDBY	Stand By Pay Portions	Hours	2.00	1.00	N	No Restrictions	SBY	Stand By Pay	-	None	Regular
BU10EX	Ex Hourly/Salaried BU 10	TA	Temporary Assignment Pay	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BU10EX	Ex Hourly/Salaried BU 10	TAOT	Overtime during Temporary Asgn	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BU10EX	Ex Hourly/Salaried BU 10	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	TRVEA	Adjust Earned Comp Time Travel	Hours	-	-	N	Manager or Administrator Only			-		
BU10EX	Ex Hourly/Salaried BU 10	TRVLE	Earn Travel Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU10EX	Ex Hourly/Salaried BU 10	TRVLJ	Airplane Travel Pay	Amount	-	-	N	Manager or Administrator Only	J	Airplane Travel Pay	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	TRVLT	Take Travel Comp Time	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	WA	Auto WIK	Amount	-	-	N	Manager or Administrator Only	WA	Auto WIK	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	WC	Workers Compensation	Amount	-	-	N	Manager or Administrator Only	W	Workman's Comp	-	None	Excluded

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
BU10EX	Ex Hourly/Salaried BU 10	WN	Weapons Payment	Amount	-	-	N	Manager or Administrator Only	WN	Weapons Payment	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	WP	Moving Expense Non Tax WIK	Amount	-	-	N	Manager or Administrator Only	WP	Moving Expense Non Tax WIK	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	WTC	Taxable WIK Carry Over	Amount	-	-	N	Manager or Administrator Only	WTC	Taxable WIK Carry Over	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	WU	Uniform WIK	Amount	-	-	N	Manager or Administrator Only	WU	Uniform WIK	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	ZUNFM	Uniform Pay	Amount	-	-	N	Manager or Administrator Only	UP	Uniform Payment	-	None	Excluded
BU10HR	Hourly BU 10	ACOWD	ACO Work Condition Diff	Hours	24.00	-	N	No Restrictions	WCA	ACO Working Condition Diff	0.50	Amounts Only	Regular
BU10HR	Hourly BU 10	CHRGN	Charge Nurse	Hours	24.00	-	N	No Restrictions	WCC	Working Condition Diff	0.95	Amounts Only	Regular
BU10HR	Hourly BU 10	CLBK1	Call Back Pay	Hours	24.00	3.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU10HR	Hourly BU 10	COIWD	HSH / HHSC / LPN&PMA Work Diff	Hours	24.00	-	N	No Restrictions	W10	Working Condition Diff	0.75	Amounts Only	Regular
BU10HR	Hourly BU 10	HZD15	Hazard Pay Severe	Hours	24.00	-	N	Manager or Administrator Only	H15	Hazard Pay Severe	-	Amounts Only	Regular
BU10HR	Hourly BU 10	HZD25	Hazard Pay Most Severe	Hours	24.00	-	N	Manager or Administrator Only	H25	Hazard Pay Most Severe	-	Amounts Only	Regular
BU10HR	Hourly BU 10	MEAL1	Meal - Breakfast	Hours	-	1.00	N	No Restrictions	ML1	Meal - Breakfast	6.00	None	Excluded
BU10HR	Hourly BU 10	MEAL2	Meal - Lunch	Hours	-	1.00	N	No Restrictions	ML2	Meal - Lunch	8.00	None	Excluded
BU10HR	Hourly BU 10	MEAL3	Meal - Dinner	Hours	-	1.00	N	No Restrictions	ML3	Meal - Dinner	10.00	None	Excluded
BU10HR	Hourly BU 10	N10HT	Scheduled Night Shift	Hours	24.00	-	N	No Restrictions	N10	Night Shift Differential	1.00	Amounts Only	Regular
BU10HR	Hourly BU 10	NDF10	Night Shift - Overtime	Hours	36.00	-	N	No Restrictions	N10	Night Shift Differential	1.00	Amounts Only	Regular
BU10HR	Hourly BU 10	OT	Overtime Pay	Hours	36.00	-	N	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU10HR	Hourly BU 10	REG01	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BU10HR	Hourly BU 10	RST10	10 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU10HR	Hourly BU 10	RST12	12 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU10HR	Hourly BU 10	SHWUP	Rpd DayOff Una to wrk 3hrs min	Hours	24.00	3.00	N	No Restrictions	SHW	Show Up Time	-	Amounts Only	Regular
BU10HR	Hourly BU 10	SPL10	Split Shift Differential	Hours	24.00	-	N	No Restrictions	S10	Split Shift Diff 10	0.20	Amounts Only	Regular
BU10HR	Hourly BU 10	STDBY	Stand By Pay Portions	Hours	2.00	1.00	N	No Restrictions	SBY	Stand By Pay	-	None	Regular
BU10HR	Hourly BU 10	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded
BU10HR	Hourly BU 10	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
BU10HR	Hourly BU 10	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	AHALF	Add'l hours part time employee	Hours	24.00	-	N	No Restrictions	AHH	Add'l hours part time employee	-	Both Hours and Amount	Regular
BU11EX	Ex Hourly/Salaried BU 11	AP	Automobile Payment	Amount	-	-	N	Manager or Administrator Only	AP	Automobile Payment	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	BONUS	Bonus Pay	Amount	9,999.99	-	N	Manager or Administrator Only	BN	Bonus	-	Amounts Only	Regular
BU11EX	Ex Hourly/Salaried BU 11	BR	Retro Base Pay	Amount	10,000.00	-	N	Manager or Administrator Only	BR	Retro Base Pay	-	Both Hours and Amount	Regular
BU11EX	Ex Hourly/Salaried BU 11	CF11A	Adjust Earned Comp Time (Fed)	Hours	-	-	N	Manager or Administrator Only			-		
BU11EX	Ex Hourly/Salaried BU 11	CF11E	Earn Comp Time (Federal)	Hours	-	-	N	No Restrictions			-		
BU11EX	Ex Hourly/Salaried BU 11	CF11F	FMLA Take Comp Time (Federal)	Hours	-	-	N	Manager or Administrator Only	CTO	Comp Time Off	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	CF11N	Adjust Take Comp Time (Fed)	Hours	-	-	N	Manager or Administrator Only			-		
BU11EX	Ex Hourly/Salaried BU 11	CF11T	Take Comp Time (Federal)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	CF11Y	Pay Comp Time (Federal)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	CLOUT	Call Out Pay	Hours	24.00	-	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU11EX	Ex Hourly/Salaried BU 11	CONS6	Six (6) Consecutive Days	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU11EX	Ex Hourly/Salaried BU 11	CTAEA	Awards Earn Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU11EX	Ex Hourly/Salaried BU 11	CTATK	Awards Take Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU11EX	Ex Hourly/Salaried BU 11	CZ11A	Adjust Earned Comp Time(State)	Hours	-	-	N	Manager or Administrator Only			-		
BU11EX	Ex Hourly/Salaried BU 11	CZ11E	Earn Comp Time (State)	Hours	-	-	N	No Restrictions			-		
BU11EX	Ex Hourly/Salaried BU 11	CZ11F	FMLA Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTO	Comp Time Off	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	CZ11N	Adjust Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only			-		
BU11EX	Ex Hourly/Salaried BU 11	CZ11T	Take Comp Time (State)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	CZ11Y	Pay Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	EFMLE	Expanded Family & Medical Leav	Hours	-	-	N	Manager or Administrator Only			-		
BU11EX	Ex Hourly/Salaried BU 11	EPSL1	Emergency Paid Sick Leave	Hours	-	-	N	Manager or Administrator Only			-		
BU11EX	Ex Hourly/Salaried BU 11	EPSL2	Emergency Paid Sick Leave(2/3)	Hours	-	-	N	Manager or Administrator Only			-		
BU11EX	Ex Hourly/Salaried BU 11	HZD15	Hazard Pay Severe	Hours	24.00	-	N	Manager or Administrator Only	H15	Hazard Pay Severe	-	Amounts Only	Regular

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
BU11EX	Ex Hourly/Salaried BU 11	HZD25	Hazard Pay Most Severe	Hours	24.00	-	N	Manager or Administrator Only	H25	Hazard Pay Most Severe	-	Amounts Only	Regular
BU11EX	Ex Hourly/Salaried BU 11	LPR	LWOP Repay	Amount	9,999.00	(0.001)	N	Manager or Administrator Only	LPR	LWOP Overpayment Recovery	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	LWOPH	Leave Without Pay - Holiday	Hours	-	-	N	Administrator Only	LOP	Leave Without Pay	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	MEALF	Meal - Fire Fighters	Hours	-	-	N	No Restrictions	MLF	Meal - Fire Fighters	10.00	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	NALRM	Night Alarm Premium	Hours	24.00	-	N	No Restrictions	NLM	Night Alarm Premium	-	Amounts Only	Regular
BU11EX	Ex Hourly/Salaried BU 11	NDF11	Night Shift Diff Fire Fighters	Hours	36.00	-	N	No Restrictions	N11	Night Shift Diff Fire Fighters	0.45	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	OT	Overtime Pay	Hours	36.00	-	N	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU11EX	Ex Hourly/Salaried BU 11	OTCTD	Continuous Duty - DOUBLE TIME	Hours	36.00	-	N	No Restrictions	OT2	Overtime DOUBLE TIME	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	OTH11	Overtime Holiday Work	Hours	36.00	-	N	No Restrictions	P	Holiday Overtime Pay	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	OTHLD	Overtime - Holiday	Hours	36.00	-	N	No Restrictions	OTH	Overtime - Holiday	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	OTR4R	Overtime Pay Rank 4 Rank	Hours	36.00	-	N	No Restrictions	OT4	Overtime Pay Rank 4 Rank	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	REG00	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BU11EX	Ex Hourly/Salaried BU 11	RNG	Regular - Negative	Amount	-	-	N	Manager or Administrator Only	RNG	Regular - Negative Earning	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	RST10	10 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU11EX	Ex Hourly/Salaried BU 11	RST12	12 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU11EX	Ex Hourly/Salaried BU 11	RWC	Regular Pay	Amount	-	-	N	Manager or Administrator Only	RG1	Regular - Add to Gross	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	SHWUP	Rpd DayOff Una to wrk 3hrs min	Hours	24.00	3.00	N	No Restrictions	SHW	Show Up Time	-	Amounts Only	Regular
BU11EX	Ex Hourly/Salaried BU 11	SPLIT	Split Shift Differential	Hours	24.00	-	N	No Restrictions	SLT	Split Shift Diff	0.25	Amounts Only	Regular
BU11EX	Ex Hourly/Salaried BU 11	STDBY	Stand By Pay Portions	Hours	2.00	1.00	N	No Restrictions	SBY	Stand By Pay	-	None	Regular
BU11EX	Ex Hourly/Salaried BU 11	TA	Temporary Assignment Pay	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BU11EX	Ex Hourly/Salaried BU 11	TAOT	Overtime during Temporary Asgn	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BU11EX	Ex Hourly/Salaried BU 11	TCHST	Temporary Change in Station Py	Hours	1.00	1.00	N	No Restrictions	CST	Temp Change in Station Pay	50.00	Amounts Only	Excluded
BU11EX	Ex Hourly/Salaried BU 11	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	TRVEA	Adjust Earned Comp Time Travel	Hours	-	-	N	Manager or Administrator Only			-		
BU11EX	Ex Hourly/Salaried BU 11	TRVLE	Earn Travel Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU11EX	Ex Hourly/Salaried BU 11	TRVLT	Take Travel Comp Time	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	WA	Auto WIK	Amount	-	-	N	Manager or Administrator Only	WA	Auto WIK	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	WC	Workers Compensation	Amount	-	-	N	Manager or Administrator Only	W	Workman's Comp	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	WN	Weapons Payment	Amount	-	-	N	Manager or Administrator Only	WN	Weapons Payment	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	WP	Moving Expense Non Tax WIK	Amount	-	-	N	Manager or Administrator Only	WP	Moving Expense Non Tax WIK	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	WTC	Taxable WIK Carry Over	Amount	-	-	N	Manager or Administrator Only	WTC	Taxable WIK Carry Over	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	WU	Uniform WIK	Amount	-	-	N	Manager or Administrator Only	WU	Uniform WIK	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	ZUNFM	Uniform Pay	Amount	-	-	N	Manager or Administrator Only	UP	Uniform Payment	-	None	Excluded
BU11HR	Hourly BU 11	CLOUT	Call Out Pay	Hours	24.00	-	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU11HR	Hourly BU 11	HZD15	Hazard Pay Severe	Hours	24.00	-	N	Manager or Administrator Only	H15	Hazard Pay Severe	-	Amounts Only	Regular
BU11HR	Hourly BU 11	HZD25	Hazard Pay Most Severe	Hours	24.00	-	N	Manager or Administrator Only	H25	Hazard Pay Most Severe	-	Amounts Only	Regular
BU11HR	Hourly BU 11	MEALF	Meal - Fire Fighters	Hours	-	-	N	No Restrictions	MLF	Meal - Fire Fighters	10.00	None	Excluded
BU11HR	Hourly BU 11	NALRM	Night Alarm Premium	Hours	24.00	-	N	No Restrictions	NLM	Night Alarm Premium	-	Amounts Only	Regular
BU11HR	Hourly BU 11	NDF11	Night Shift Diff Fire Fighters	Hours	36.00	-	N	No Restrictions	N11	Night Shift Diff Fire Fighters	0.45	None	Excluded
BU11HR	Hourly BU 11	OT	Overtime Pay	Hours	36.00	-	N	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU11HR	Hourly BU 11	OTCTD	Continuous Duty - DOUBLE TIME	Hours	36.00	-	N	Administrator Only	OT2	Overtime DOUBLE TIME	-	None	Excluded
BU11HR	Hourly BU 11	OTH11	Overtime Holiday Work	Hours	36.00	-	N	Administrator Only	P	Holiday Overtime Pay	-	None	Excluded
BU11HR	Hourly BU 11	OTR4R	Overtime Pay Rank 4 Rank	Hours	36.00	-	N	Administrator Only	OT4	Overtime Pay Rank 4 Rank	-	None	Excluded
BU11HR	Hourly BU 11	REG01	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BU11HR	Hourly BU 11	RST10	10 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU11HR	Hourly BU 11	RST12	12 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU11HR	Hourly BU 11	SHWUP	Rpd DayOff Una to wrk 3hrs min	Hours	24.00	3.00	N	No Restrictions	SHW	Show Up Time	-	Amounts Only	Regular
BU11HR	Hourly BU 11	SPLIT	Split Shift Differential	Hours	24.00	-	N	No Restrictions	SLT	Split Shift Diff	0.25	Amounts Only	Regular
BU11HR	Hourly BU 11	STDBY	Stand By Pay Portions	Hours	2.00	1.00	N	No Restrictions	SBY	Stand By Pay	-	None	Regular
BU11HR	Hourly BU 11	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded
BU11HR	Hourly BU 11	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
BU11HR	Hourly BU 11	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	AHALF	Add'l hours part time employee	Hours	24.00	-	N	No Restrictions	AHH	Add'l hours part time employee	-	Both Hours and Amount	Regular
BU13EX	Ex Hourly/Salaried BU 13	AP	Automobile Payment	Amount	-	-	N	Manager or Administrator Only	AP	Automobile Payment	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	BONUS	Bonus Pay	Amount	9,999.99	-	N	Manager or Administrator Only	BN	Bonus	-	Amounts Only	Regular
BU13EX	Ex Hourly/Salaried BU 13	BR	Retro Base Pay	Amount	10,000.00	-	N	Manager or Administrator Only	BR	Retro Base Pay	-	Both Hours and Amount	Regular
BU13EX	Ex Hourly/Salaried BU 13	CLBK2	Call Back Consultative Call(s)	Hours	24.00	1.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU13EX	Ex Hourly/Salaried BU 13	CLBK3	Call Back Overtime	Hours	36.00	2.00	N	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU13EX	Ex Hourly/Salaried BU 13	CONS6	Six (6) Consecutive Days	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU13EX	Ex Hourly/Salaried BU 13	CTAEA	Awards Earn Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU13EX	Ex Hourly/Salaried BU 13	CTATK	Awards Take Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU13EX	Ex Hourly/Salaried BU 13	CTFEA	Adjust Earned Comp Time (Fed)	Hours	-	-	N	Manager or Administrator Only			-		
BU13EX	Ex Hourly/Salaried BU 13	CTFPY	Pay Comp Time (Federal)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	CTFRQ	Earn Comp Time (Federal)	Hours	-	-	N	No Restrictions			-		
BU13EX	Ex Hourly/Salaried BU 13	CTFTA	Adjust Take Comp (Federal)	Hours	-	-	N	Manager or Administrator Only			-		
BU13EX	Ex Hourly/Salaried BU 13	CTFTF	FMLA Take Comp Time (Federal)	Hours	-	-	N	Manager or Administrator Only	CTO	Comp Time Off	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	CTFTK	Take Comp Time (Federal)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	CTZEA	Adjust Earn Comp Time (State)	Hours	-	-	N	Manager or Administrator Only			-		
BU13EX	Ex Hourly/Salaried BU 13	CTZPY	Pay Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	CTZRQ	Earn Comp Time (State)	Hours	-	-	N	No Restrictions			-		
BU13EX	Ex Hourly/Salaried BU 13	CTZTA	Adjust Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only			-		
BU13EX	Ex Hourly/Salaried BU 13	CTZTF	FMLA Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTO	Comp Time Off	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	CTZTK	Take Comp Time (State)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	EFMLE	Expanded Family & Medical Leav	Hours	-	-	N	Manager or Administrator Only			-		
BU13EX	Ex Hourly/Salaried BU 13	EPSL1	Emergency Paid Sick Leave	Hours	-	-	N	Manager or Administrator Only			-		
BU13EX	Ex Hourly/Salaried BU 13	EPSL2	Emergency Paid Sick Leave(2/3)	Hours	-	-	N	Manager or Administrator Only			-		
BU13EX	Ex Hourly/Salaried BU 13	HZD15	Hazard Pay Severe	Hours	24.00	-	N	Manager or Administrator Only	H15	Hazard Pay Severe	-	Amounts Only	Regular
BU13EX	Ex Hourly/Salaried BU 13	HZD25	Hazard Pay Most Severe	Hours	24.00	-	N	Manager or Administrator Only	H25	Hazard Pay Most Severe	-	Amounts Only	Regular
BU13EX	Ex Hourly/Salaried BU 13	LPR	LWOP Repay	Amount	9,999.00	(0.001)	N	Manager or Administrator Only	LPR	LWOP Overpayment Recovery	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	LWOPH	Leave Without Pay - Holiday	Hours	-	-	N	Administrator Only	LOP	Leave Without Pay	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	MEAL1	Meal - Breakfast	Hours	-	1.00	N	No Restrictions	ML1	Meal - Breakfast	6.00	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	MEAL2	Meal - Lunch	Hours	-	1.00	N	No Restrictions	ML2	Meal - Lunch	8.00	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	MEAL3	Meal - Dinner	Hours	-	1.00	N	No Restrictions	ML3	Meal - Dinner	10.00	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	NDIFF	Overtime - Night Shift	Hours	36.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU13EX	Ex Hourly/Salaried BU 13	NIGHT	Scheduled Night Shift	Hours	24.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU13EX	Ex Hourly/Salaried BU 13	OT	Overtime Pay	Hours	36.00	-	N	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU13EX	Ex Hourly/Salaried BU 13	OTHLD	Overtime - Holiday	Hours	36.00	-	N	No Restrictions	OTH	Overtime - Holiday	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	REG00	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BU13EX	Ex Hourly/Salaried BU 13	RNG	Regular - Negative	Amount	-	-	N	Manager or Administrator Only	RNG	Regular - Negative Earning	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	RST10	10 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU13EX	Ex Hourly/Salaried BU 13	RST12	12 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU13EX	Ex Hourly/Salaried BU 13	RWC	Regular Pay	Amount	-	-	N	Manager or Administrator Only	RG1	Regular - Add to Gross	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	SHWUP	Rpd DayOff Una to wrk 3hrs min	Hours	24.00	3.00	N	No Restrictions	SHW	Show Up Time	-	Amounts Only	Regular
BU13EX	Ex Hourly/Salaried BU 13	SPLIT	Split Shift Differential	Hours	24.00	-	N	No Restrictions	SLT	Split Shift Diff	0.25	Amounts Only	Regular
BU13EX	Ex Hourly/Salaried BU 13	STDBY	Stand By Pay Portions	Hours	2.00	1.00	N	No Restrictions	SBY	Stand By Pay	-	None	Regular
BU13EX	Ex Hourly/Salaried BU 13	TA	Temporary Assignment Pay	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BU13EX	Ex Hourly/Salaried BU 13	TAOT	Overtime during Temporary Asgn	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BU13EX	Ex Hourly/Salaried BU 13	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	TRVEA	Adjust Earned Comp Time Travel	Hours	-	-	N	Manager or Administrator Only			-		
BU13EX	Ex Hourly/Salaried BU 13	TRVLE	Earn Travel Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU13EX	Ex Hourly/Salaried BU 13	TRVLT	Take Travel Comp Time	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	TTPAY	Travel Time Pay Out	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	WA	Auto WIK	Amount	-	-	N	Manager or Administrator Only	WA	Auto WIK	-	None	Excluded

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
BU13EX	Ex Hourly/Salaried BU 13	WC	Workers Compensation	Amount	-	-	N	Manager or Administrator Only	W	Workman's Comp	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	WKD13	Working Condition Differential	Hours	24.00	-	N	No Restrictions	W13	Work Condition Diff - BU 13	1.00	Amounts Only	Regular
BU13EX	Ex Hourly/Salaried BU 13	WN	Weapons Payment	Amount	-	-	N	Manager or Administrator Only	WN	Weapons Payment	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	WP	Moving Expense Non Tax WIK	Amount	-	-	N	Manager or Administrator Only	WP	Moving Expense Non Tax WIK	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	WTC	Taxable WIK Carry Over	Amount	-	-	N	Manager or Administrator Only	WTC	Taxable WIK Carry Over	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	WU	Uniform WIK	Amount	-	-	N	Manager or Administrator Only	WU	Uniform WIK	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	ZUNFM	Uniform Pay	Amount	-	-	N	Manager or Administrator Only	UP	Uniform Payment	-	None	Excluded
BU13HR	Hourly BU 13	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
BU13HR	Hourly BU 13	CLBK2	Call Back Consultative Call(s)	Hours	24.00	1.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU13HR	Hourly BU 13	HZD15	Hazard Pay Severe	Hours	24.00	-	N	Manager or Administrator Only	H15	Hazard Pay Severe	-	Amounts Only	Regular
BU13HR	Hourly BU 13	HZD25	Hazard Pay Most Severe	Hours	24.00	-	N	Manager or Administrator Only	H25	Hazard Pay Most Severe	-	Amounts Only	Regular
BU13HR	Hourly BU 13	MEAL1	Meal - Breakfast	Hours	-	1.00	N	No Restrictions	ML1	Meal - Breakfast	6.00	None	Excluded
BU13HR	Hourly BU 13	MEAL2	Meal - Lunch	Hours	-	1.00	N	No Restrictions	ML2	Meal - Lunch	8.00	None	Excluded
BU13HR	Hourly BU 13	MEAL3	Meal - Dinner	Hours	-	1.00	N	No Restrictions	ML3	Meal - Dinner	10.00	None	Excluded
BU13HR	Hourly BU 13	NDIFF	Overtime - Night Shift	Hours	36.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU13HR	Hourly BU 13	NIGHT	Scheduled Night Shift	Hours	24.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU13HR	Hourly BU 13	OT	Overtime Pay	Hours	36.00	-	N	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU13HR	Hourly BU 13	REG01	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BU13HR	Hourly BU 13	RST10	10 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU13HR	Hourly BU 13	RST12	12 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU13HR	Hourly BU 13	SHWUP	Rpd DayOff Una to wrk 3hrs min	Hours	24.00	3.00	N	No Restrictions	SHW	Show Up Time	-	Amounts Only	Regular
BU13HR	Hourly BU 13	SPLIT	Split Shift Differential	Hours	24.00	-	N	No Restrictions	SLT	Split Shift Diff	0.25	Amounts Only	Regular
BU13HR	Hourly BU 13	STDBY	Stand By Pay Portions	Hours	2.00	1.00	N	No Restrictions	SBY	Stand By Pay	-	None	Regular
BU13HR	Hourly BU 13	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded
BU13HR	Hourly BU 13	TTPAY	Travel Time Pay Out	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU13HR	Hourly BU 13	WKD13	Working Condition Differential	Hours	24.00	-	N	No Restrictions	W13	Work Condition Diff - BU 13	1.00	Amounts Only	Regular
BU13HR	Hourly BU 13	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
BU13HR	Hourly BU 13	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	AHALF	Add'l hours part time employee	Hours	24.00	-	N	No Restrictions	AHH	Add'l hours part time employee	-	Both Hours and Amount	Regular
BU14EX	Ex Hourly/Salaried BU 14	AODIF	Arial Observer Diff	Hours	24.00	-	N	No Restrictions	AOD	Arial Observer Diff	5.00	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	AP	Automobile Payment	Amount	-	-	N	Manager or Administrator Only	AP	Automobile Payment	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	BONUS	Bonus Pay	Amount	9,999.99	-	N	Manager or Administrator Only	BN	Bonus	-	Amounts Only	Regular
BU14EX	Ex Hourly/Salaried BU 14	BR	Retro Base Pay	Amount	10,000.00	-	N	Manager or Administrator Only	BR	Retro Base Pay	-	Both Hours and Amount	Regular
BU14EX	Ex Hourly/Salaried BU 14	CDIFF	Canine Decoys Diff	Hours	24.00	-	N	No Restrictions	CDI	Canine Decoys Diff	5.00	Amounts Only	Excluded
BU14EX	Ex Hourly/Salaried BU 14	CLBK1	Call Back Pay	Hours	24.00	3.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU14EX	Ex Hourly/Salaried BU 14	CLBK2	Call Back Consultative Call(s)	Hours	24.00	1.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU14EX	Ex Hourly/Salaried BU 14	CONS6	Six (6) Consecutive Days	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU14EX	Ex Hourly/Salaried BU 14	CTAEA	Awards Earn Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU14EX	Ex Hourly/Salaried BU 14	CTATK	Awards Take Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU14EX	Ex Hourly/Salaried BU 14	CTFEA	Adjust Earned Comp Time (Fed)	Hours	-	-	N	Manager or Administrator Only			-		
BU14EX	Ex Hourly/Salaried BU 14	CTFPY	Pay Comp Time (Federal)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	CTFRQ	Earn Comp Time (Federal)	Hours	-	-	N	No Restrictions			-		
BU14EX	Ex Hourly/Salaried BU 14	CTFTA	Adjust Take Comp (Federal)	Hours	-	-	N	Manager or Administrator Only			-		
BU14EX	Ex Hourly/Salaried BU 14	CTFTF	FMLA Take Comp Time (Federal)	Hours	-	-	N	Manager or Administrator Only	CTO	Comp Time Off	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	CTFTK	Take Comp Time (Federal)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	CTZEA	Adjust Earn Comp Time (State)	Hours	-	-	N	Manager or Administrator Only			-		
BU14EX	Ex Hourly/Salaried BU 14	CTZPY	Pay Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	CTZRQ	Earn Comp Time (State)	Hours	-	-	N	No Restrictions			-		
BU14EX	Ex Hourly/Salaried BU 14	CTZTA	Adjust Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only			-		
BU14EX	Ex Hourly/Salaried BU 14	CTZTF	FMLA Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTO	Comp Time Off	-	None	Excluded

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
BU14EX	Ex Hourly/Salaried BU 14	CTZTK	Take Comp Time (State)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	ECHDF	Explosive Canine Handler Diff	Hours	24.00	-	N	No Restrictions	ECH	Explosive Canine Handler Diff	1.00	Amounts Only	Excluded
BU14EX	Ex Hourly/Salaried BU 14	EFMLE	Expanded Family & Medical Leav	Hours	-	-	N	Manager or Administrator Only			-		
BU14EX	Ex Hourly/Salaried BU 14	EPSL1	Emergency Paid Sick Leave	Hours	-	-	N	Manager or Administrator Only			-		
BU14EX	Ex Hourly/Salaried BU 14	EPSL2	Emergency Paid Sick Leave(2/3)	Hours	-	-	N	Manager or Administrator Only			-		
BU14EX	Ex Hourly/Salaried BU 14	HNDIF	Hostage Negotiator Diff	Hours	24.00	-	N	No Restrictions	HND	Hostage Negotiator Diff	5.00	Amounts Only	Excluded
BU14EX	Ex Hourly/Salaried BU 14	HZD15	Hazard Pay Severe	Hours	24.00	-	N	Manager or Administrator Only	H15	Hazard Pay Severe	-	Amounts Only	Regular
BU14EX	Ex Hourly/Salaried BU 14	HZD25	Hazard Pay Most Severe	Hours	24.00	-	N	Manager or Administrator Only	H25	Hazard Pay Most Severe	-	Amounts Only	Regular
BU14EX	Ex Hourly/Salaried BU 14	LPR	LWOP Repay	Amount	9,999.00	(0.001)	N	Manager or Administrator Only	LPR	LWOP Overpayment Recovery	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	LWOPH	Leave Without Pay - Holiday	Hours	-	-	N	Administrator Only	LOP	Leave Without Pay	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	MEAL1	Meal - Breakfast	Hours	-	1.00	N	No Restrictions	ML1	Meal - Breakfast	6.00	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	MEAL2	Meal - Lunch	Hours	-	1.00	N	No Restrictions	ML2	Meal - Lunch	8.00	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	MEAL3	Meal - Dinner	Hours	-	1.00	N	No Restrictions	ML3	Meal - Dinner	10.00	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	NDIFF	Overtime - Night Shift	Hours	36.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU14EX	Ex Hourly/Salaried BU 14	NIGHT	Scheduled Night Shift	Hours	24.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU14EX	Ex Hourly/Salaried BU 14	OT	Overtime Pay	Hours	36.00	-	N	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU14EX	Ex Hourly/Salaried BU 14	OTHLD	Overtime - Holiday	Hours	36.00	-	N	No Restrictions	OTH	Overtime - Holiday	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	RCODF	Rescue Craft Operator Diff	Hours	24.00	-	N	No Restrictions	RCO	Rescue Craft Operator Diff	3.50	Amounts Only	Excluded
BU14EX	Ex Hourly/Salaried BU 14	REG00	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BU14EX	Ex Hourly/Salaried BU 14	RNG	Regular - Negative	Amount	-	-	N	Manager or Administrator Only	RNG	Regular - Negative Earning	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	RST10	10 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU14EX	Ex Hourly/Salaried BU 14	RST12	12 Hours Rest	Hours	24.00	-	N	No Restrictions	OT	Overtime	-	None	Regular
BU14EX	Ex Hourly/Salaried BU 14	RWC	Regular Pay	Amount	-	-	N	Manager or Administrator Only	RG1	Regular - Add to Gross	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	SHWUP	Rpd DayOff Una to wrk 3hrs min	Hours	24.00	3.00	N	No Restrictions	SHW	Show Up Time	-	Amounts Only	Regular
BU14EX	Ex Hourly/Salaried BU 14	SPLIT	Split Shift Differential	Hours	24.00	-	N	No Restrictions	SLT	Split Shift Diff	0.25	Amounts Only	Regular
BU14EX	Ex Hourly/Salaried BU 14	STDBY	Stand By Pay Portions	Hours	2.00	1.00	N	No Restrictions	SBY	Stand By Pay	-	None	Regular
BU14EX	Ex Hourly/Salaried BU 14	TA	Temporary Assignment Pay	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BU14EX	Ex Hourly/Salaried BU 14	TAOT	Overtime during Temporary Asgn	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BU14EX	Ex Hourly/Salaried BU 14	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	TRVEA	Adjust Earned Comp Time Travel	Hours	-	-	N	Manager or Administrator Only			-		
BU14EX	Ex Hourly/Salaried BU 14	TRVLE	Earn Travel Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BU14EX	Ex Hourly/Salaried BU 14	TRVLJ	Airplane Travel Pay	Amount	-	-	N	Manager or Administrator Only	J	Airplane Travel Pay	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	TRVLT	Take Travel Comp Time	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	WA	Auto WIK	Amount	-	-	N	Manager or Administrator Only	WA	Auto WIK	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	WC	Workers Compensation	Amount	-	-	N	Manager or Administrator Only	W	Workman's Comp	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	WN	Weapons Payment	Amount	-	-	N	Manager or Administrator Only	WN	Weapons Payment	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	WP	Moving Expense Non Tax WIK	Amount	-	-	N	Manager or Administrator Only	WP	Moving Expense Non Tax WIK	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	WTC	Taxable WIK Carry Over	Amount	-	-	N	Manager or Administrator Only	WTC	Taxable WIK Carry Over	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	WU	Uniform WIK	Amount	-	-	N	Manager or Administrator Only	WU	Uniform WIK	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	ZUNFM	Uniform Pay	Amount	-	-	N	Manager or Administrator Only	UP	Uniform Payment	-	None	Excluded
BU14HR	Hourly BU 14	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
BU14HR	Hourly BU 14	CLBK1	Call Back Pay	Hours	24.00	3.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU14HR	Hourly BU 14	CLBK2	Call Back Consultative Call(s)	Hours	24.00	1.00	N	No Restrictions	RE	Recall Pay	-	Amounts Only	Regular
BU14HR	Hourly BU 14	HZD15	Hazard Pay Severe	Hours	24.00	-	N	Manager or Administrator Only	H15	Hazard Pay Severe	-	Amounts Only	Regular
BU14HR	Hourly BU 14	HZD25	Hazard Pay Most Severe	Hours	24.00	-	N	Manager or Administrator Only	H25	Hazard Pay Most Severe	-	Amounts Only	Regular
BU14HR	Hourly BU 14	MEAL1	Meal - Breakfast	Hours	-	1.00	N	No Restrictions	ML1	Meal - Breakfast	6.00	None	Excluded
BU14HR	Hourly BU 14	MEAL2	Meal - Lunch	Hours	-	1.00	N	No Restrictions	ML2	Meal - Lunch	8.00	None	Excluded
BU14HR	Hourly BU 14	MEAL3	Meal - Dinner	Hours	-	1.00	N	No Restrictions	ML3	Meal - Dinner	10.00	None	Excluded
BU14HR	Hourly BU 14	NDIFF	Overtime - Night Shift	Hours	36.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU14HR	Hourly BU 14	NIGHT	Scheduled Night Shift	Hours	24.00	-	N	No Restrictions	NDF	Night Shift Differential	0.60	Amounts Only	Regular
BU14HR	Hourly BU 14	OT	Overtime Pay	Hours	36.00	-	N	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
BU14HR	Hourly BU 14	REG01	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BU14HR	Hourly BU 14	SHWUP	Rpd DayOff Una to wrk 3hrs min	Hours	24.00	3.00	N	No Restrictions	SHW	Show Up Time	-	Amounts Only	Regular
BU14HR	Hourly BU 14	SPLIT	Split Shift Differential	Hours	24.00	-	N	No Restrictions	SLT	Split Shift Diff	0.25	Amounts Only	Regular
BU14HR	Hourly BU 14	STDBY	Stand By Pay Portions	Hours	2.00	1.00	N	No Restrictions	SBY	Stand By Pay	-	None	Regular
BU14HR	Hourly BU 14	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded
BU14HR	Hourly BU 14	TRVEA	Adjust Earned Comp Time Travel	Hours	-	-	N	Manager or Administrator Only			-		
BU14HR	Hourly BU 14	TPPAY	Travel Time Pay Out	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BU14HR	Hourly BU 14	WKDIF	Working Condition Differential	Hours	24.00	-	N	No Restrictions	WCD	Working Condition Diff	0.50	Amounts Only	Regular
BU14HR	Hourly BU 14	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
BU14HR	Hourly BU 14	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
BUOTEX	Ex Hourly/Salaried Others	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
BUOTEX	Ex Hourly/Salaried Others	AP	Automobile Payment	Amount	-	-	N	Manager or Administrator Only	AP	Automobile Payment	-	None	Excluded
BUOTEX	Ex Hourly/Salaried Others	BONUS	Bonus Pay	Amount	9,999.99	-	N	Manager or Administrator Only	BN	Bonus	-	Amounts Only	Regular
BUOTEX	Ex Hourly/Salaried Others	BR	Retro Base Pay	Amount	10,000.00	-	N	Manager or Administrator Only	BR	Retro Base Pay	-	Both Hours and Amount	Regular
BUOTEX	Ex Hourly/Salaried Others	CTAEA	Awards Earn Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BUOTEX	Ex Hourly/Salaried Others	CTATK	Awards Take Comp Time	Hours	-	-	N	Manager or Administrator Only			-		
BUOTEX	Ex Hourly/Salaried Others	CTZ1E	Earn Comp Time (State)	Hours	-	-	N	No Restrictions			-		
BUOTEX	Ex Hourly/Salaried Others	CTZ1T	Take Comp Time (State)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BUOTEX	Ex Hourly/Salaried Others	CTZEA	Adjust Earn Comp Time (State)	Hours	-	-	N	Manager or Administrator Only			-		
BUOTEX	Ex Hourly/Salaried Others	CTZPY	Pay Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BUOTEX	Ex Hourly/Salaried Others	CTZRQ	Earn Comp Time (State)	Hours	-	-	N	No Restrictions			-		
BUOTEX	Ex Hourly/Salaried Others	CTZTA	Adjust Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only			-		
BUOTEX	Ex Hourly/Salaried Others	CTZTK	Take Comp Time (State)	Hours	-	-	N	No Restrictions	CTO	Comp Time Off	-	None	Excluded
BUOTEX	Ex Hourly/Salaried Others	CZ01A	Adjust Earned Comp Time(State)	Hours	-	-	N	Manager or Administrator Only			-		
BUOTEX	Ex Hourly/Salaried Others	CZ01N	Adjust Take Comp Time (State)	Hours	-	-	N	Manager or Administrator Only			-		
BUOTEX	Ex Hourly/Salaried Others	CZ01Y	Pay Comp Time (State)	Hours	-	-	N	Manager or Administrator Only	CTP	Comp Time/Travel Time Payout	-	None	Excluded
BUOTEX	Ex Hourly/Salaried Others	LPR	LWOP Repay	Amount	9,999.00	(0.001)	N	Manager or Administrator Only	LPR	LWOP Overpayment Recovery	-	None	Excluded
BUOTEX	Ex Hourly/Salaried Others	LWOPH	Leave Without Pay - Holiday	Hours	-	-	N	Administrator Only	LOP	Leave Without Pay	-	None	Excluded
BUOTEX	Ex Hourly/Salaried Others	OT	Overtime Pay	Hours	36.00	-	N	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BUOTEX	Ex Hourly/Salaried Others	OTHLD	Overtime - Holiday	Hours	36.00	-	N	No Restrictions	OTH	Overtime - Holiday	-	None	Excluded
BUOTEX	Ex Hourly/Salaried Others	REG00	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
BUOTEX	Ex Hourly/Salaried Others	RST10	10 Hours Rest	Hours	24.00	-	N	Manager or Administrator Only	OT	Overtime	-	None	Regular
BUOTEX	Ex Hourly/Salaried Others	TA	Temporary Assignment Pay	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BUOTEX	Ex Hourly/Salaried Others	TAOT	Overtime during Temporary Asgn	Hours	-	-	N	Manager or Administrator Only	T	Temporary Assignment	-	None	Regular
BUOTEX	Ex Hourly/Salaried Others	TDI	TDI	Amount	-	-	N	Manager or Administrator Only	Z	Temporary Disability Insurance	-	None	Excluded
BUOTEX	Ex Hourly/Salaried Others	WA	Auto WIK	Amount	-	-	N	Manager or Administrator Only	WA	Auto WIK	-	None	Excluded
BUOTEX	Ex Hourly/Salaried Others	WN	Weapons Payment	Amount	-	-	N	Manager or Administrator Only	WN	Weapons Payment	-	None	Excluded
BUOTEX	Ex Hourly/Salaried Others	WP	Moving Expense Non Tax WIK	Amount	-	-	N	Manager or Administrator Only	WP	Moving Expense Non Tax WIK	-	None	Excluded
BUOTEX	Ex Hourly/Salaried Others	WT	Taxable WIK	Amount	-	-	N	Manager or Administrator Only	WT	Taxable WIK	-	None	Excluded
BUOTEX	Ex Hourly/Salaried Others	WTC	Taxable WIK Carry Over	Amount	-	-	N	Manager or Administrator Only	WTC	Taxable WIK Carry Over	-	None	Excluded
BUOTEX	Ex Hourly/Salaried Others	WU	Uniform WIK	Amount	-	-	N	Manager or Administrator Only	WU	Uniform WIK	-	None	Excluded
BUOTEX	Ex Hourly/Salaried Others	WV	Vehicle WIK	Amount	-	-	N	Manager or Administrator Only	WV	Vehicle WIK	-	None	Excluded
CASUAL	Casual EEs	ADM	Administrative Leave	Hours	24.00	-	N	Manager or Administrator Only	ADM	Admin Leave	-	None	Excluded
CASUAL	Casual EEs	EFMLE	Expanded Family & Medical Leav	Hours	-	-	N	Manager or Administrator Only			-		
CASUAL	Casual EEs	EPSL1	Emergency Paid Sick Leave	Hours	-	-	N	Manager or Administrator Only			-		
CASUAL	Casual EEs	EPSL2	Emergency Paid Sick Leave(2/3)	Hours	-	-	N	Manager or Administrator Only			-		
CASUAL	Casual EEs	OT	Overtime Pay	Hours	36.00	-	N	Manager or Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
CASUAL	Casual EEs	REG01	Regular Time	Hours	24.00	-	N	No Restrictions	B	Regular	-	Both Hours and Amount	Regular
89DAY	89-Day Hires	OTDAY	Overtime over Scheduld Workday	Hours	36.00	-	Y	No Restrictions	OVT		-		
89DAY	89-Day Hires	OTHOL	Overtime Holiday Work	Hours	36.00	-	Y	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
89DAY	89-Day Hires	OTUSH	Overtime for Weekend Work	Hours	36.00	-	Y	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
89DAYOTHR	89 Day hire - Others	OTDAY	Overtime over Scheduld Workday	Hours	36.00	-	Y	No Restrictions	OVT		-		
89DAYOTHR	89 Day hire - Others	OTHOL	Overtime Holiday Work	Hours	36.00	-	Y	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
89DAYOTHR	89 Day hire - Others	OTUSH	Overtime for Weekend Work	Hours	36.00	-	Y	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU01EX	Ex Hourly/Salaried BU 01	HTFUP	Hourly Comp Time Take - UPW	Hours	-	-	Y	No Restrictions	HTO	Hourly Comp Time Off	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	HTOUP	Hourly Comp Time Take - UPW	Hours	-	-	Y	Manager or Administrator Only	HTO	Hourly Comp Time Off	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	REG03	Regular Time - Reclass	Hours	24.00	-	Y	No Restrictions	RGL	Regular Pay	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	REG04	Regular Time - Reclass	Hours	24.00	-	Y	No Restrictions	RGR	Regular Pay	-	None	Excluded
BU01EX	Ex Hourly/Salaried BU 01	SNDBY	Stand By Pay	Hours	4.00	1.00	Y	Administrator Only	SBY	Stand By Pay	-	None	Regular
BU01HR	Hourly BU 01	OTDAY	Overtime over Scheduld Workday	Hours	36.00	-	Y	No Restrictions	OVT		-		
BU01HR	Hourly BU 01	OTHOL	Overtime Holiday Work	Hours	36.00	-	Y	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU01HR	Hourly BU 01	OTUSH	Overtime for Weekend Work	Hours	36.00	-	Y	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU01HR	Hourly BU 01	SNDBY	Stand By Pay	Hours	4.00	1.00	Y	Administrator Only	SBY	Stand By Pay	-	None	Regular
BU02EX	Ex Hourly/Salaried BU 02	HTFHG	Hourly Comp Time Take - HGEA	Hours	-	-	Y	No Restrictions	HTO	Hourly Comp Time Off	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	HTOHG	Hourly Comp Time Take - HGEA	Hours	-	-	Y	Manager or Administrator Only	HTO	Hourly Comp Time Off	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	MEALB	Meal - Breakfast	Hours	-	-	Y	No Restrictions	MLB	Meal - Breakfast	8.00	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	MEALD	Meal - Dinner	Hours	-	-	Y	No Restrictions	MLD	Meal - Dinner	12.00	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	MEALL	Meal - Lunch	Hours	-	-	Y	No Restrictions	MLL	Meal - Lunch	10.00	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	REG03	Regular Time - Reclass	Hours	24.00	-	Y	No Restrictions	RGL	Regular Pay	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	REG04	Regular Time - Reclass	Hours	24.00	-	Y	No Restrictions	RGR	Regular Pay	-	None	Excluded
BU02EX	Ex Hourly/Salaried BU 02	SNDBY	Stand By Pay	Hours	4.00	1.00	Y	Administrator Only	SBY	Stand By Pay	-	None	Regular
BU02HR	Hourly BU 02	OTDAY	Overtime over Scheduld Workday	Hours	36.00	-	Y	No Restrictions	OVT		-		
BU02HR	Hourly BU 02	OTHOL	Overtime Holiday Work	Hours	36.00	-	Y	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU02HR	Hourly BU 02	OTUSH	Overtime for Weekend Work	Hours	36.00	-	Y	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU02HR	Hourly BU 02	SNDBY	Stand By Pay	Hours	4.00	1.00	Y	Administrator Only	SBY	Stand By Pay	-	None	Regular
BU03EX	Ex Hourly/Salaried BU 03	HTFHG	Hourly Comp Time Take - HGEA	Hours	-	-	Y	No Restrictions	HTO	Hourly Comp Time Off	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	HTOHG	Hourly Comp Time Take - HGEA	Hours	-	-	Y	Manager or Administrator Only	HTO	Hourly Comp Time Off	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	MEALB	Meal - Breakfast	Hours	-	-	Y	No Restrictions	MLB	Meal - Breakfast	8.00	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	MEALD	Meal - Dinner	Hours	-	-	Y	No Restrictions	MLD	Meal - Dinner	12.00	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	MEALL	Meal - Lunch	Hours	-	-	Y	No Restrictions	MLL	Meal - Lunch	10.00	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	REG03	Regular Time - Reclass	Hours	24.00	-	Y	No Restrictions	RGL	Regular Pay	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	REG04	Regular Time - Reclass	Hours	24.00	-	Y	No Restrictions	RGR	Regular Pay	-	None	Excluded
BU03EX	Ex Hourly/Salaried BU 03	SNDBY	Stand By Pay	Hours	4.00	1.00	Y	Administrator Only	SBY	Stand By Pay	-	None	Regular
BU03HR	Hourly BU 03	OTDAY	Overtime over Scheduld Workday	Hours	36.00	-	Y	No Restrictions	OVT		-		
BU03HR	Hourly BU 03	OTHOL	Overtime Holiday Work	Hours	36.00	-	Y	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU03HR	Hourly BU 03	OTUSH	Overtime for Weekend Work	Hours	36.00	-	Y	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU03HR	Hourly BU 03	SNDBY	Stand By Pay	Hours	4.00	1.00	Y	Administrator Only	SBY	Stand By Pay	-	None	Regular
BU04EX	Ex Hourly/Salaried BU 04	HTFHG	Hourly Comp Time Take - HGEA	Hours	-	-	Y	No Restrictions	HTO	Hourly Comp Time Off	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	HTOHG	Hourly Comp Time Take - HGEA	Hours	-	-	Y	Manager or Administrator Only	HTO	Hourly Comp Time Off	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	MEALB	Meal - Breakfast	Hours	-	-	Y	No Restrictions	MLB	Meal - Breakfast	8.00	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	MEALD	Meal - Dinner	Hours	-	-	Y	No Restrictions	MLD	Meal - Dinner	12.00	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	MEALL	Meal - Lunch	Hours	-	-	Y	No Restrictions	MLL	Meal - Lunch	10.00	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	REG03	Regular Time - Reclass	Hours	24.00	-	Y	No Restrictions	RGL	Regular Pay	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	REG04	Regular Time - Reclass	Hours	24.00	-	Y	No Restrictions	RGR	Regular Pay	-	None	Excluded
BU04EX	Ex Hourly/Salaried BU 04	SNDBY	Stand By Pay	Hours	4.00	1.00	Y	Administrator Only	SBY	Stand By Pay	-	None	Regular
BU04HR	Hourly BU 04	OTDAY	Overtime over Scheduld Workday	Hours	36.00	-	Y	No Restrictions	OVT		-		
BU04HR	Hourly BU 04	OTHOL	Overtime Holiday Work	Hours	36.00	-	Y	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU04HR	Hourly BU 04	OTUSH	Overtime for Weekend Work	Hours	36.00	-	Y	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU04HR	Hourly BU 04	SNDBY	Stand By Pay	Hours	4.00	1.00	Y	Administrator Only	SBY	Stand By Pay	-	None	Regular
BU09EX	Ex Hourly/Salaried BU 09	HTF09	Hourly Comp Time Take - BU09	Hours	-	-	Y	No Restrictions	HTO	Hourly Comp Time Off	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	HTO09	Hourly Comp Time Take - BU 09	Hours	-	-	Y	Manager or Administrator Only	HTO	Hourly Comp Time Off	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	REG03	Regular Time - Reclass	Hours	24.00	-	Y	No Restrictions	RGL	Regular Pay	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	REG04	Regular Time - Reclass	Hours	24.00	-	Y	No Restrictions	RGR	Regular Pay	-	None	Excluded
BU09EX	Ex Hourly/Salaried BU 09	SNDBY	Stand By Pay	Hours	4.00	1.00	Y	Administrator Only	SBY	Stand By Pay	-	None	Regular
BU09HR	Hourly BU 09	HTO09	Hourly Comp Time Take - BU 09	Hours	-	-	Y	Manager or Administrator Only	HTO	Hourly Comp Time Off	-	None	Excluded
BU09HR	Hourly BU 09	OTHOL	Overtime Holiday Work	Hours	36.00	-	Y	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
BU09HR	Hourly BU 09	OTUSH	Overtime for Weekend Work	Hours	36.00	-	Y	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU09HR	Hourly BU 09	SNDBY	Stand By Pay	Hours	4.00	1.00	Y	Administrator Only	SBY	Stand By Pay	-	None	Regular
BU10EX	Ex Hourly/Salaried BU 10	HTFUP	Hourly Comp Time Take - UPW	Hours	-	-	Y	No Restrictions	HTO	Hourly Comp Time Off	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	HTOUP	Hourly Comp Time Take - UPW	Hours	-	-	Y	Manager or Administrator Only	HTO	Hourly Comp Time Off	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	REG03	Regular Time - Reclass	Hours	24.00	-	Y	No Restrictions	RGL	Regular Pay	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	REG04	Regular Time - Reclass	Hours	24.00	-	Y	No Restrictions	RGR	Regular Pay	-	None	Excluded
BU10EX	Ex Hourly/Salaried BU 10	SNDBY	Stand By Pay	Hours	4.00	1.00	Y	Administrator Only	SBY	Stand By Pay	-	None	Regular
BU10HR	Hourly BU 10	OTDAY	Overtime over Scheduld Workday	Hours	36.00	-	Y	No Restrictions	OVT		-		
BU10HR	Hourly BU 10	OTHOL	Overtime Holiday Work	Hours	36.00	-	Y	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU10HR	Hourly BU 10	OTUSH	Overtime for Weekend Work	Hours	36.00	-	Y	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU10HR	Hourly BU 10	SNDBY	Stand By Pay	Hours	4.00	1.00	Y	Administrator Only	SBY	Stand By Pay	-	None	Regular
BU11EX	Ex Hourly/Salaried BU 11	HTF11	Hourly Comp Time Take - BU 11	Hours	-	-	Y	No Restrictions	HTO	Hourly Comp Time Off	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	HTO11	Hourly Comp Time Take - BU 11	Hours	-	-	Y	Manager or Administrator Only	CTO	Comp Time Off	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	NALR2	Night Alarm Premium	Hours	24.00	-	Y	No Restrictions	NL2	Night Alarm Premium	-	Amounts Only	Regular
BU11EX	Ex Hourly/Salaried BU 11	OTPFF	Overtime - Fire Fighters	Hours	-	-	Y	Administrator Only	OT	Overtime	-	None	Regular
BU11EX	Ex Hourly/Salaried BU 11	REG03	Regular Time - Reclass	Hours	24.00	-	Y	No Restrictions	RGL	Regular Pay	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	REG04	Regular Time - Reclass	Hours	24.00	-	Y	No Restrictions	RGR	Regular Pay	-	None	Excluded
BU11EX	Ex Hourly/Salaried BU 11	SNDBY	Stand By Pay	Hours	4.00	1.00	Y	Administrator Only	SBY	Stand By Pay	-	None	Regular
BU11HR	Hourly BU 11	NALR2	Night Alarm Premium	Hours	24.00	-	Y	No Restrictions	NL2	Night Alarm Premium	-	Amounts Only	Regular
BU11HR	Hourly BU 11	OTHOL	Overtime Holiday Work	Hours	36.00	-	Y	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU11HR	Hourly BU 11	SNDBY	Stand By Pay	Hours	4.00	1.00	Y	Administrator Only	SBY	Stand By Pay	-	None	Regular
BU13EX	Ex Hourly/Salaried BU 13	HTFHG	Hourly Comp Time Take - HGEA	Hours	-	-	Y	No Restrictions	HTO	Hourly Comp Time Off	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	HTOHG	Hourly Comp Time Take - HGEA	Hours	-	-	Y	Manager or Administrator Only	HTO	Hourly Comp Time Off	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	MEALB	Meal - Breakfast	Hours	-	-	Y	No Restrictions	MLB	Meal - Breakfast	8.00	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	MEALD	Meal - Dinner	Hours	-	-	Y	No Restrictions	MLD	Meal - Dinner	12.00	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	MEALL	Meal - Lunch	Hours	-	-	Y	No Restrictions	MLL	Meal - Lunch	10.00	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	REG03	Regular Time - Reclass	Hours	24.00	-	Y	No Restrictions	RGL	Regular Pay	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	REG04	Regular Time - Reclass	Hours	24.00	-	Y	No Restrictions	RGR	Regular Pay	-	None	Excluded
BU13EX	Ex Hourly/Salaried BU 13	SNDBY	Stand By Pay	Hours	4.00	1.00	Y	Administrator Only	SBY	Stand By Pay	-	None	Regular
BU13HR	Hourly BU 13	MEALB	Meal - Breakfast	Hours	-	-	Y	No Restrictions	MLB	Meal - Breakfast	8.00	None	Excluded
BU13HR	Hourly BU 13	MEALD	Meal - Dinner	Hours	-	-	Y	No Restrictions	MLD	Meal - Dinner	12.00	None	Excluded
BU13HR	Hourly BU 13	MEALL	Meal - Lunch	Hours	-	-	Y	No Restrictions	MLL	Meal - Lunch	10.00	None	Excluded
BU13HR	Hourly BU 13	OTDAY	Overtime over Scheduld Workday	Hours	36.00	-	Y	No Restrictions	OVT		-		
BU13HR	Hourly BU 13	OTHOL	Overtime Holiday Work	Hours	36.00	-	Y	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU13HR	Hourly BU 13	OTUSH	Overtime for Weekend Work	Hours	36.00	-	Y	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU13HR	Hourly BU 13	SNDBY	Stand By Pay	Hours	4.00	1.00	Y	Administrator Only	SBY	Stand By Pay	-	None	Regular
BU14EX	Ex Hourly/Salaried BU 14	HTFHG	Hourly Comp Time Take - HGEA	Hours	-	-	Y	No Restrictions	HTO	Hourly Comp Time Off	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	HTOHG	Hourly Comp Time Take - HGEA	Hours	-	-	Y	Manager or Administrator Only	HTO	Hourly Comp Time Off	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	REG03	Regular Time - Reclass	Hours	24.00	-	Y	No Restrictions	RGL	Regular Pay	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	REG04	Regular Time - Reclass	Hours	24.00	-	Y	No Restrictions	RGR	Regular Pay	-	None	Excluded
BU14EX	Ex Hourly/Salaried BU 14	SNDBY	Stand By Pay	Hours	4.00	1.00	Y	Administrator Only	SBY	Stand By Pay	-	None	Regular
BU14HR	Hourly BU 14	OTDAY	Overtime over Scheduld Workday	Hours	36.00	-	Y	No Restrictions	OVT		-		
BU14HR	Hourly BU 14	OTHOL	Overtime Holiday Work	Hours	36.00	-	Y	Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU14HR	Hourly BU 14	OTUSH	Overtime for Weekend Work	Hours	36.00	-	Y	No Restrictions	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
BU14HR	Hourly BU 14	SNDBY	Stand By Pay	Hours	4.00	1.00	Y	Administrator Only	SBY	Stand By Pay	-	None	Regular
CASUAL	Casual EEs	OTHOL	Overtime Holiday Work	Hours	36.00	-	Y	Manager or Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
CASUAL	Casual EEs	OTUSH	Overtime for Weekend Work	Hours	36.00	-	Y	Manager or Administrator Only	OTP	Ordinary Overtime	-	Both Hours and Amount	Overtime
CASUAL	Casual EEs	REG02	Regular Time over Sched Hours	Hours	24.00	-	Y	Manager or Administrator Only	B	Regular	-	Both Hours and Amount	Regular
ALL	All Absence Eligible EEs	BER	Bereavement	Hours	-	-	N		BER	Bereavement	-	None	Excluded
ALL	All Absence Eligible EEs	BLD	Blood Donation	Hours	-	-	N		BLD	Blood Donation	-	None	Excluded
ALL	All Absence Eligible EEs	BOD	Bone Marrow/Organ Donor	Hours	-	-	N		BOD	Bone Marrow/Organ Donor	-	None	Excluded
ALL	All Absence Eligible EEs	CBM	Collective Bargaining Mtg Lv	Hours	-	-	N		CBM	Collective Bragaining Mtg Lv	-	None	Excluded
ALL	All Absence Eligible EEs	CVD	ADM LV - COVID 19 Vaccination	Hours	-	-	N		B	Regular	-	Both Hours and Amount	Regular

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
ALL	All Absence Eligible EEs	FLRSI	FMLA Received Sick	Hours	-	-	N		SIC	Sick	-	None	Excluded
ALL	All Absence Eligible EEs	FLRVA	FMLA Received Vacation	Hours	-	-	N		VAC	Vacation	-	None	Excluded
ALL	All Absence Eligible EEs	FLSIC	FMLA Sick	Hours	-	-	N		SIC	Sick	-	None	Excluded
ALL	All Absence Eligible EEs	FLVAC	FMLA Vacation	Hours	-	-	N		VAC	Vacation	-	None	Excluded
ALL	All Absence Eligible EEs	FLWOP	FMLA LWOP	Hours	-	-	N		LOP	Leave Without Pay	-	None	Excluded
ALL	All Absence Eligible EEs	FPP	Foster Parent Program	Hours	-	-	N		FPP	Foster Parent Program	-	None	Excluded
ALL	All Absence Eligible EEs	HBL	Hourly Blood Donation	Hours	-	-	N		HBL	Hourly Blood Donation	-	None	Excluded
ALL	All Absence Eligible EEs	HBO	Hourly Bone Marrow/Organ Donor	Hours	-	-	N		HBO	Hourly Bone Marrow/Organ Donor	-	None	Excluded
ALL	All Absence Eligible EEs	HBR	Hourly Bereavement	Hours	-	-	N		HBR	Hourly Bereavement	-	None	Excluded
ALL	All Absence Eligible EEs	HCB	Hourly-Collective Barg Mtg Lv	Hours	-	-	N		HCB	Hourly-Collective Barg Mtg Lv	-	None	Excluded
ALL	All Absence Eligible EEs	HCD	Hourly Covid	Hours	-	-	N		B	Regular	-	Both Hours and Amount	Regular
ALL	All Absence Eligible EEs	HFL	Hourly FMLA LWOP	Hours	-	-	N				-		
ALL	All Absence Eligible EEs	HFLSI	HFL Sick	Hours	-	-	N		SIC	Sick	-	None	Excluded
ALL	All Absence Eligible EEs	HFLVC	HFL Vacation	Hours	-	-	N		VAC	Vacation	-	None	Excluded
ALL	All Absence Eligible EEs	HFLWP	HFL Leave without Pay	Hours	-	-	N		LOP	Leave Without Pay	-	None	Excluded
ALL	All Absence Eligible EEs	HFP	Hourly Foster Parent	Hours	-	-	N		HFP	Hourly Foster Parent	-	None	Excluded
ALL	All Absence Eligible EEs	HFS	Hourly FMLA Sick	Hours	-	-	N		HSI	Hourly Sick	-	None	Excluded
ALL	All Absence Eligible EEs	HFV	Hourly FMLA Vacation	Hours	-	-	N		HFV		-		
ALL	All Absence Eligible EEs	HIA	Hourly Industrial/Accident	Hours	-	-	N		HIA	Hourly Industrial/Accident	-	None	Excluded
ALL	All Absence Eligible EEs	HJR	Hourly Jury Duty	Hours	-	-	N		HJR	Hourly Jury Duty	-	None	Excluded
ALL	All Absence Eligible EEs	HLF	Hourly HFL LWOP	Hours	-	-	N		HLO	Hourly LWOP-No Payroll Impact	-	None	Excluded
ALL	All Absence Eligible EEs	HLO	Hourly Leave without Pay	Hours	-	-	N		HLO	Hourly LWOP-No Payroll Impact	-	None	Excluded
ALL	All Absence Eligible EEs	HLP	Hourly Leave with Pay	Hours	-	-	N		HLP	Hourly Leave with Pay	-	None	Excluded
ALL	All Absence Eligible EEs	HLW	Hourly LWOP Generated	Hours	-	-	N		HLO	Hourly LWOP-No Payroll Impact	-	None	Excluded
ALL	All Absence Eligible EEs	HML	Hourly Military Leave	Hours	-	-	N		HML	Hourly Military Leave	-	None	Excluded
ALL	All Absence Eligible EEs	HMT	Hourly Medical Treatment	Hours	-	-	N		HMT	Hourly Medical Treatment	-	None	Excluded
ALL	All Absence Eligible EEs	HPT	Hourly Parent Teacher Conf	Hours	-	-	N		HPT	Hourly Parent Teacher	-	None	Excluded
ALL	All Absence Eligible EEs	HS5	H-0.5 Sabbatical/Edu&PRF/Study	Hours	-	-	N		HS5	H-0.5 Sab, Edu and Study leave	-	None	Excluded
ALL	All Absence Eligible EEs	HSE	Hourly Sabbatical/Study/EDU	Hours	-	-	N		HSE	Hourly Sabbatical/Study/EDU	-	None	Excluded
ALL	All Absence Eligible EEs	HSF	Hourly HFL Sick	Hours	-	-	N		HSI	Hourly Sick	-	None	Excluded
ALL	All Absence Eligible EEs	HSI	Hourly Sick	Hours	-	-	N		HSI	Hourly Sick	-	None	Excluded
ALL	All Absence Eligible EEs	HVA	Hourly Vacation	Hours	-	-	N		HVA	Hourly Vacation	-	None	Excluded
ALL	All Absence Eligible EEs	HVF	Hourly HFL Vacation	Hours	-	-	N		HVA	Hourly Vacation	-	None	Excluded
ALL	All Absence Eligible EEs	IAJ	Industrial Accidental Injury	Hours	-	-	N		IAJ	Industrial Accidental Injury	-	None	Excluded
ALL	All Absence Eligible EEs	JRY	Jury Duty	Hours	-	-	N		JRY	Jury Duty	-	None	Excluded
ALL	All Absence Eligible EEs	LWD	Leave With Pay	Hours	-	-	N		LWP	Leave With Pay	-	None	Excluded
ALL	All Absence Eligible EEs	LWO	Leave Without Pay	Hours	-	-	N		LOP	Leave Without Pay	-	None	Excluded
ALL	All Absence Eligible EEs	LWP	Leave Without Pay	Hours	-	-	N		LOP	Leave Without Pay	-	None	Excluded
ALL	All Absence Eligible EEs	MIL	Military Leave	Hours	-	-	N		MIL	Military Leave	-	None	Excluded
ALL	All Absence Eligible EEs	MTL	Medical Treatment Leave	Hours	-	-	N		MTL	Medical Treatment Leave	-	None	Excluded
ALL	All Absence Eligible EEs	PTC	Parent Teacher Conference	Hours	-	-	N		PTC	Parent Teacher Conference	-	None	Excluded
ALL	All Absence Eligible EEs	SCK	Sick Leave	Hours	-	-	N		SCK	Sick Hourly	-	None	Excluded
ALL	All Absence Eligible EEs	SE5	0.5 Sabbatical/Edu&PRF/Study	Hours	-	-	N		SE5	0.5 Sab, Edu and Study leave	-	None	Excluded
ALL	All Absence Eligible EEs	SES	Sabbatical/Edu&PRF/Study	Hours	-	-	N		SES	Sabbatical, Edu and Study	-	None	Excluded
ALL	All Absence Eligible EEs	SIC	Sick	Hours	-	-	N		SIC	Sick	-	None	Excluded
ALL	All Absence Eligible EEs	SUPSI	Supplement Sick at Annual Rt	Hours	-	-	N		SUS	Supplement Sick	-	None	Excluded
ALL	All Absence Eligible EEs	SUPVC	Supplemen Vacation at Annual R	Hours	-	-	N		SUV	Supplement Vacation	-	None	Excluded
ALL	All Absence Eligible EEs	TDS	TDI Sick	Hours	-	-	N		TDS	TDI Sick	-	None	Excluded
ALL	All Absence Eligible EEs	TDV	TDI Vacation	Hours	-	-	N		TDV	TDI Vacation	-	None	Excluded
ALL	All Absence Eligible EEs	VAC	Vacation	Hours	-	-	N		VAC	Vacation	-	None	Excluded
ALL	All Absence Eligible EEs	VPO	Vacation Pay Out	Hours	-	-	N		V	Vacation Pay Out	-	None	Excluded
ALL	All Absence Eligible EEs	WCS	Workers Comp Sick	Hours	-	-	N				-		
ALL	All Absence Eligible EEs	WCV	Workers Comp Vacation	Hours	-	-	N				-		

Time Reporting Code (TRC) and Earn Code Matrix

Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
ALL	All Absence Eligible EEs	WSA	WC Sick Amount	Amount	-	-	N		WCS	Workers Comp Sick	-	None	Excluded
ALL	All Absence Eligible EEs	WVA	WC Vacation Amount	Amount	-	-	N		WCV	Workers Comp Vacation	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			1	Retro Pay with 28% Tax Comp	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			3	Increase in Pay	-	Amounts Only	Regular
ALL	All Employees		Earnings Applicable to All EEs		-	-			6	Sched Overtime (DOT Firefight)	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			8	Wages Subject to Medicare Tax	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			ADV	Advance	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			BC	Board Certification	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			BE	Bonus ERS Eligible	-	Amounts Only	Regular
ALL	All Employees		Earnings Applicable to All EEs		-	-			BNR	Bonus RetroPay Dues Eligible	-	Amounts Only	Regular
ALL	All Employees		Earnings Applicable to All EEs		-	-			CD	Compression Differential	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			CND	Charge Nurse Differential	-	Amounts Only	Regular
ALL	All Employees		Earnings Applicable to All EEs		-	-			COL	COLA	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			D	Split Shift Differential	-	Amounts Only	Regular
ALL	All Employees		Earnings Applicable to All EEs		-	-			DD	Demotion Differential	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			DS	DirectSupervision Differential	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			E	Irregular Pay	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			FR	Fringe Retro	-	None	Regular
ALL	All Employees		Earnings Applicable to All EEs		-	-			G	Additional Grant Stipend	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			GR	Gross Retro	-	None	Regular
ALL	All Employees		Earnings Applicable to All EEs		-	-			I	Working Condition Differential	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			IA	Internal Alignment Adjustment	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			ID	Incentive Differential	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			IR	Retro Differential (I)	-	Amounts Only	Regular
ALL	All Employees		Earnings Applicable to All EEs		-	-			K	Emergency Pay Differential	-	Amounts Only	Regular
ALL	All Employees		Earnings Applicable to All EEs		-	-			M	Meals	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			MOB	Mobile Device Allowance	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			OPR	Overpayment Recovery	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			OTR	Overtime Retro	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			PA	Professional Growth Adjustment	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			PD	Permanent Differential	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			R	Retroactive Pay	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			RA	Retention Adjustment-Broadband	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			RD	Related Differential	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			REL	Relocation Allowance	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			REP	Replacement Differential	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			RTD	Retention Differential	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			SCD	Standards of Conduct Different	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			SD	Shortage Differential	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			SDT	Same Day Travel	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			SDW	Weekend Shift Differential	-	Amounts Only	Regular
ALL	All Employees		Earnings Applicable to All EEs		-	-			SEV	Severance Pay	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			SJD	Salary Adjustment Differential	-	Amounts Only	Regular
ALL	All Employees		Earnings Applicable to All EEs		-	-			SL1	CoVid 19 - Employee	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			SL2	CoVid19 - Family/Child	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			SL3	CoVid19 - Extended Leave	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			STP	Grant Stipend Tier2 Auto / OT	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			TD	Temporary Differential	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			U	24 Hr Psychiatric Services	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			W4	Meals	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			WE	Election WIK	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			WF	Non-Cash WIK	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			WG	Civil Un WIK(File from EUTF)	-	None	Excluded

Time Reporting Code (TRC) and Earn Code Matrix
Last Revised 12/02/2021

Workgroup	Workgroup Description	TRC	TRC Description	TRC Type	Max Qty	Min Qty	Rules TRC	Access	Earn Code	Earnings Description	Rate	FLSA Effect	FLSA Category
ALL	All Employees		Earnings Applicable to All EEs		-	-			WL	Allowable WIK	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			WW	Regular WIK	-	None	Excluded
ALL	All Employees		Earnings Applicable to All EEs		-	-			X	Differential Non-ERS	-	Amounts Only	Regular
ALL	All Employees		Earnings Applicable to All EEs		-	-			Y	Differential Pay	-	Amounts Only	Regular

	Yellow Highlight indicate codes used when system processes rules in the background - not used on timesheet entry
	Blue highlight indicate codes used on Absence pages
	Green Highlight indicate codes used for payroll purposes - not used on timesheets
	All other codes input on Timesheet or Rapid Time - TRC Selection will be based on Employee's Bargaining Unit