

## Supervisor Time Reporting Codes for Carpenters Local 237

TRC	Description	Instructions for Use
1REG	Regular - Shift 1 - Overtime	This code is used to report regularly worked hours. If any overtime or double time is worked on that day, the system will automatically add the appropriate overtime to be paid.
2REG	Regular - Shift 2 - Overtime	This code functions the same as 1REG, however the system will automatically add any appropriate shift differentials for the second shift, and will pay out any overtime/double time worked.
AC	Administrative Closure Day	This code is to be used on University designated Administrative Closures, whether planned or unplanned. Please see the University calendar for dates of Administrative Closures.
BRV	Bereavement	Leave time that can be taken in the event of a death of a family member. Please refer to University Policy 3.1.11, "Leave of Absence" for more details and instructions on proper use.
CTB*	Compensatory Time Banked	This code banks comp time. When processed, it will multiply out by 1.5X. One hour of CTB will result in 1.5 hours of comp time banked for the employee. This code bypasses system rules normally in place.
CTMD*	Carpenter - Temp Assign DT	This is the double-time differential to be applied when the employee works in a Temporary Assignment capacity.
CTMO*	Carpenter - Temp Assign OT	This is the overtime differential to be applied when the employee works in a Temporary Assignment capacity.
CTMR*	Carpenter - Temp Assign Reg	This is a differential to be applied when the employee works in a Temporary Assignment capacity.
CTU	Compensatory Time Used	Use this code to use comp time that is currently banked.
D08*	Shift Differential 1.00	This code is used to manually enter in a shift differential. Typically this is used when specific accounts need to be charged. This code bypasses the system rules normally in place.
D09*	Shift Differential OT 1.50	This code is used to manually enter in the overtime shift differential. Typically this is used when specific accounts need to be charged. This code bypasses the system rules normally in place.
D10*	Shift Differential DT 2.00	This code is used to manually enter in the double-time shift differential. This is typically used when specific accounts are charged. This code bypasses system rules that are normally in place.
D51	Lead Worker Diff \$1.00	This code is used for lead workers working a regular, non-overtime shift. It must be manually entered for the system to apply the shift differential.
D52	Lead Worker Diff OT \$1.50	This code is used for lead workers working an overtime shift. It must be manually entered for the system to apply the shift differential.
D53	Lead Worker Diff DT \$2.00	This code is used for lead workers working a double-time shift. It must be manually entered for the system to apply the shift differential.
DOCK	Dock Time	Dock time is used when the employee has no leave time left to enter on the timesheet.
DTB*	Double-Time Banked	This code is used to bank comp time at a double-pay rate. This code will bypass system rules that are typically in place.
DTP*	Double-Time Pay	This code is used to add double-time pay. This will bypass the system rules that are typically in place.

## Supervisor Time Reporting Codes for Carpenters Local 237

TRC	Description	Instructions for Use
HOL	Holiday Time	Holiday time is to be used on designated University Holidays only. Please refer to the University calendar for approved dates.
JRY	Jury Duty	This code is to report time off of work spent on Jury Duty. Rate of pay is based off of employee's current hourly rate. Please refer to University Policy 3.1.11, "Leave of Absence" for more details and instructions on proper use.
MIL*	Military Time	In the event of Military Leave, please contact your Benefits Counselor prior to using this code. It is necessary to work with your Benefits Counselor first, and they will give instructions on what to do.
OVT*	Overtime	This code is used for entering manual overtime. This code will bypass system rules that are normally in place.
PAL*	Paid Administrative Leave	This is a code used by administrators only and managers/supervisors should not be using this code. Please contact HR if there are any questions on this usage.
RC1	Regular - Shift 1 - Comp Time	This code is used to report regularly worked hours. If any overtime or double time is worked on that day, the system will automatically add comp time to be banked.
RC2	Regular - Shift 2 - Comp Time	This code functions the same as RC1, however the system will automatically add any appropriate shift differentials for the second shift, and will bank any comp time earned.
REG*	Regular Pay	This code is used to manually enter in regular pay while bypassing normal system rules.
REL*	Release Time	Use this code to enter approved Release Time, which is paid at the employee's regular hourly rate. Please refer to University Policy 3.6.1 "Non-Exempt Civil Service Work Time" for more details on proper use.
RTB*	Regular Time Banked (1.0x)	This code is for entering in straight-time banked. This is to be used when straight time, and not overtime, is needed to be banked into comp time.
SIC	Sick Pay	This code is for use with any type of sick leave. Whether it is for regular or extended sick leave, this is the code to use.
VAC	Vacation	This code is used to enter vacation time, whether it is planned or unplanned.
ZCTU	FMLA Compensatory Time Used	FMLA codes can only be used with approved FMLA leave. This code is to use comp time while on an approved FMLA leave.
ZDOCK*	FMLA Only Dock	FMLA codes can only be used with approved FMLA leave. This code is to report dock time while on an approved FMLA leave.
ZSIC	FMLA Only Sick	FMLA codes can only be used with approved FMLA leave. This code is to report any type of sick leave while on an approved FMLA leave.
ZVAC	FMLA Only Vacation	FMLA codes can only be used with approved FMLA leave. This code is used to report any type of vacation benefit while on an approved FMLA leave.