Employee Self Service (ESS)
Time Reporting Codes in SHARE 9.2

All SHARE Users

Time Reporting Codes (TRCs) are used to identify the type of time you report, for example, Regular Hours, Extra Hours, Annual Leave, and Sick Leave.
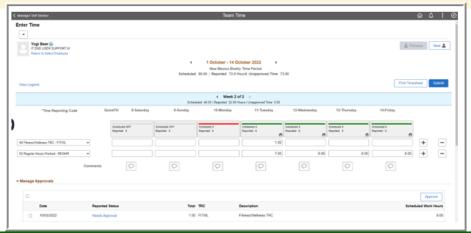
Below are the most frequently used TRC's:

- **REGHR** (Regular Hours Worked)
- **XHRWK** (Extra Hours Worked)
- **ANNLV** (Annual Leave Taken)
- **SICKT** (Sick Leave Taken)
- **ADCTT** (Administrative Comp Taken)
- **ADMLV** (Administrative Leave Taken)
- **COMPT** (Comp time Taken)
- **FLSAT** (Overtime Taken)
- **HCMPP** (Holiday Comp Time Paid)
- **HCMPT** (Holiday Comp Time Taken)
- **HOLWK** (Holiday Worked)
- **LWOPA** (Leave without Pay – Authorized)
- **OTPAY** (Overtime Paid)
- **PRSNT** (Personal Leave Day Taken)
- **TRAIN** (Training)
- **TRAVL** (Travel)

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Select the appropriate TRC on the Time Reporting Code column of your timesheet

TRC Code	TRC Title	TRC Description
REGHR	Regular Hours Worked	Use this TRC to record the regular work hours.
XHRWK	Extra Hours Worked	Use this TRC to report extra hours worked.
ANNLV	Annual Leave Taken	Use this TRC to record annual leave hours.
SICKT	Sick Leave Taken	Use this TRC to record the sick leave hours.
ADCTT	Administrative Comp Taken	Use this TRC to record the administrative comp hours.
ADMLV	Administrative Leave Taken	Use this TRC to record the administrative leave hours.

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TRC Code	TRC Title	TRC Description
ANLDT	Donated Annual Used	Use this TRC for donated annual leave hours. An employee must have sufficient hours in the donated leave balance.
AWOLV	Absent without Leave	Use this TRC to record unapproved, unpaid leave hours.
BRVLV	Bereavement Leave	Use this TRC to record bereavement leave hours.
CARTX	Taxable Vehicle Use	Use this TRC to record taxable vehicle use hours.
CLLBK	Call Back Hours Worked	Use this TRC to report call back hours worked.
COMPT	Comptime Taken	Use this TRC to use comp time hours as leave.
CTPAY	Comptime Paid	Use this TRC to request payment of comp time hours for an employee. Employees must have sufficient number of hours in comp time balance to use this TRC.
EDLVR	Ed Leave Taken sub/RTR	Use this TRC to record Education Leave Taken.
EDUUP	Educational Leave - Unpaid	Use this TRC to record unpaid educational leave hours.

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TRC Code	TRC Title	TRC Description
EXMLU	Extended Military Leave Unpaid	Use this TRC to record unpaid military leave hours.
FLSAT	Overtime Taken	Use this TRC to record premium banked overtime (FLSA) hours used as leave. Employees must have sufficient number of hours in the premium banked overtime balance.
FMACT	FMLA Admin Comp Time taken	Use this TRC to record unpaid military leave hours.
FMDAT	FML Donated Annual Paid	Use this TRC when donating annual paid leave.
FMDST	FML Donated Sick Leave Paid	Use this TRC when donating paid sick leave.
FMHAT	FMLA Holiday Accrued Taken	Use this TRC to record holiday accrued time taken.
FMHCT	FMLA Holiday Comp Time Taken	Use this TRC to record FMLA holiday comp time taken.
FMHOL	FMLA State Holiday Paid	Use this TRC to record FMLA state holiday paid time taken.

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TRC Code	TRC Title	TRC Description
FMLAN	Family Medical Annual Leave	Use this TRC to record annual leave hours used by an employee on FMLA leave.
FMLCT	FMLA Comp Time Taken	Use this TRC to record FMLA comp time taken.
FMLFT	FMLA Prem Overtime Taken	Use this TRC to record FMLA overtime time taken.
FMLSK	Family Medical Leave Sick	Use this TRC to record sick leave hours used by an employee who is on FMLA leave.
FMLUP	Family Medical Leave Unpaid	Use this TRC to record unpaid leave hours taken by an employee who is on FMLA leave.
FMPER	FMLA Personal Leave Day Taken	Use this TRC to record FMLA leave taken.
FRLGH	Furlough Unpaid Leave	Use this TRC to record Furlough unpaid leave taken.
HCMPP	Holiday Comp Time Paid	Use this TRC to request payment for holiday comp time hours for an employee. Employees must have sufficient hours in the holiday comp time plan.

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TRC Code	TRC Title	TRC Description
HCMPT	Holiday Comp Time Taken	Use this TRC to record holiday comp time hours used by an employee as leave.
HOLAT	Holiday Accrued Taken	Use this TRC to record holiday accrual hours.
HOLCB	Holiday Call Back	Use this TRC to report the holiday call back hours worked on a holiday by an employee.
HOLWK	Holiday Worked	Use this TRC to report hours worked on a holiday.
JURYD	Jury Duty/Court Leave	Use this TRC to report jury duty or court leave hours.
LWOPA	Leave without Pay - Authorized	Use this TRC to report approved, unpaid leave.
LWPHL	No Holiday Pay	Use this TRC if an employee is not entitled to holiday pay. The entry will stop holiday pay from being created. (For example, if an employee is on suspension without pay and not entitled to holiday pay).
NOHAC	No Holiday Accrual	Use this TRC if an employee has not accrued holiday time.

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TRC Code	TRC Title	TRC Description
OFFCL	Office Closure	Use this TRC to report hours an employee cannot work because of an unplanned office closure.
OTPAY	Overtime Paid	Use this TRC to record the premium banked overtime hours paid to an employee.
PRSNT	Personal Leave Day Taken	Use this TRC to record personal leave day hours.
SCKDT	Donated Sick Used	Use this TRC for donated sick leave hours. The employee must have sufficient hours in the donated sick balance.
SHF80	Shift Differential @ .80 / Hr	Use this TRC to report shift hours of an employee who is paid a shift differential of $0.80 per hour.
STDBY	Stand By Hours Worked	Use this TRC to report the standby hours for an employee.
SUSNP	Suspension without Pay	Use this TRC to report hours for an employee who is suspended without pay.
SUSPY	Suspension with Pay	Use this TRC to report hours for an employee who is suspended with pay.
TRAIN	Training	Use this TRC to report hours an employee uses for attending agency related training.

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TRC Code	TRC Title	TRC Description
WKSHP	Workshop	Use this TRC to report hours an employee uses for attending agency related workshops.
UNION	Union Activities	Use this TRC to report hours an employee uses for attending union activities.
VOTES	Voting Time Paid	Use this TRC to report hours an employee uses for voting.